



Floodplain Permit Process Checklist

Project Property Address: _____ Clinton, TN 37716
Street Map # Parcel #

Applicant Name: _____ Phone #: _____

Property Owner Name: _____; Permit #: _____

This floodplain process checklist is designed to assist applicants with identifying the information that must be included on all floodplain applications. If you are unsure of any item listed on this checklist, please refer to the City of Clinton Zoning Ordinance Chapter 3, Section 14-315 for additional information about the requirements. If a checklist item does not apply to your application, simply note "N/A" in the space provided. Otherwise, please clearly mark each space in the checklist to indicate that the required information has been provided.

____ Floodplain Development Permit Application for ALL development in the floodplain.
<https://msc.fema.gov/portal/home>

____ Submit two (2) Site Plans (or an electronic .pdf format) with the application delineating the floodplain/floodway and where the site development or structure is located.

____ Submit construction drawings as required to obtain a City of Clinton Building Permit.

____ Elevation Certificate (finished construction) is required for all structures built in the floodplain for flood insurance policies to be rated and must be completed by a Tennessee Licensed Surveyor.
<https://www.tn.gov/tema/national-flood-insurance-program/certified-floodplain-surveyor-program.html>

____ Engineering study Hydraulic & Hydrologic (H&H) is required for all floodway developments.

____ Stream alteration is required to be reported to TEMA & FEMA.

"Development" means any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations or storage of equipment or materials.

____ **Zone A** (no base flood elevations determined) – (Residential & Commercial) Lowest floor of building be three feet (3') above the highest adjacent grade for residential /nonresidential / manufactured homes. Non-Residential buildings may be flood proofed, in lieu of elevating.

____ **Zone AE** (Residential) – Lowest floor of building be two feet (2') above the base flood elevation (BFE) • (Non-Residential) – Lowest floor of building to be one foot (1') above BFE.

____ **Enclosures** All new construction or substantial improvement to existing buildings that include Any fully enclosed areas formed by foundation and other exterior walls below the lowest floor that are subject to flooding shall be designed to preclude finished living space and allow for the entry/exit of flood waters to automatically equalize hydrostatic flood forces on exterior walls.

____ **Crawlspace below BFE:** One (1) square inch of flood vents, per one (1) square foot, no higher than one (1) foot above finished grade.



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- ___ **Manufactured Homes:** Elevated (AE Zones 2' above BFE) - (A Zones 3' above highest adjacent grade), anchored, use over-the-top ties to ground anchors to resist floatation/lateral movement.
- ___ **Recreational Vehicles:** On site fewer than 180 days, licensed and road ready or must meet all requirements for new construction, including the anchoring and elevation for longer than 180 consecutive days.
- ___ **Subdivisions/Proposed Developments:** Greater than fifty (50) lots or five (5) acres in area, whichever is lesser, the developer must determine BFE for the whole subdivision.
- ___ **Zones AO & AH Shallow Flooding:** With base flood depths of one to three feet (1-3') where no clear defined channel exists and the path of flooding is indeterminate. New construction and improvements shall be elevated at least one foot (1') above the flood depth number specified in FIRM, in feet, above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least three feet (3') above highest adjacent grade.
- ___ **Flood proofing for non-residential only:** Must be certified by a licensed engineer stating the entry/exit of floodwaters and flood resistant material built at the BFE.
- ___ **Substantial Damage/Substantial Improvement (SD/SI):** Reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent (50%) of the market value of the structure before the "start of construction" of the improvement. This term includes structures with have incurred "substantial damage", regardless of the actual repair work performed. (SD/SI fair market value can be determined by the assessor's value, actual cash value or licensed appraiser report. FEMA has a list of costs to be included/excluded with should be part of the application package.)
- ___ **Floodway Development:** Must have a Hydraulic & Hydrological (H&H) study performed by a licensed engineer using FEMA HEC-2 data from the FEMA Map Service Center Library.
<https://hazards.fema.gov/wps/portal/frisel>
- ___ Floodway development in a Zone AE with floodways designated must have 0.0 rise.
- ___ Floodway development in a Zone AE without floodways designated can have a one foot (1") rise.
- If a rise is greater than the requirement, it must be submitted to FEMA for a Letter of Map Revision (LOMR). This change revised the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS).
- ___ Streams without Base Flood Elevations and Floodways (A Zones): No encroachment including fill or structures with an area equal to the width of the stream or twenty feet (20') whichever is greater and can have a one foot (1') rise.
- ___ Standards for Unmapped streams: No encroachment including fill or other development at least twice the width of the stream measured from the top of each bank and have a rise of one foot (1').



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Supplementary Information: Depending on the proposed project, the following items may also be required prior to issuance of a permit.

- Flood Study (Hydraulic Modeling)
- United States Army Corp of Engineers (USACE) Section 404 Permit
- U.S. Fish and Wildlife Service Endangered Species Act
- FEMA Conditional Letter of Map Change (CLOMR)

Post-Construction Submittal Requirements: Information that may need to be submitted AFTER construction improvements, prior to Certificate of Occupancy issuance.

- Post-Construction Elevation Certificate (must be submitted by a licensed State of Tennessee Engineer or Land Surveyor)
- Flood Proofing Certification (must be submitted by a licensed State of Tennessee Engineer or Architect)

Other Items:

- Certification of Fill Placement (must be by a licensed State of Tennessee Engineer)
- FEMA Approved Letter of Map Change (LOMC)
- Submission of County Watershed Model updates (if applicable)