



## Floodplain Development Permit Application

The Guidance Document (<https://bouldercolorado.gov/media/1171/download?inline>) for this application defines all terms and provides detailed instructions on how to complete each section. ***It is strongly recommended that you use the Guidance Document to complete this application.***

- ***Floodplain Development Permits are required for all projects located within designated floodplains*** to protect public health, safety and welfare from flood risk.
- ***Incomplete applications will NOT be accepted.***

### ► REQUIRED MATERIALS FOR ALL APPLICATIONS:

- Completed application for each structure on the property
- Site Plan with all flood zones depicted
- Elevation verification documentation
- Applicable construction drawings

### ► REQUIRED MATERIALS FOR PROJECTS WITHIN THE CONVEYANCE OR HIGH HAZARD ZONES:

- Written response to review criteria (see page 4)
- Additional engineering analysis may be required
- A one-page executive summary of proposed work

### ► TO SUBMIT YOUR PERMIT APPLICATION:

- Upload completed application materials through the [Customer Self Service Portal](#)
- Floodplain Development Permits require a submittal fee that may vary from \$35 to \$3,600 depending on the type of flood permit. See Guidance Document for more information.

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► **PROJECT INFORMATION**

**Project Address:** \_\_\_\_\_

**Project Description** (e.g. first floor 750 square foot addition, construction of new bike path, 3rd floor remodel in existing office building):

► **CONTACT INFORMATION**

**Applicant Contact Information**

Name		Phone #	Email Address	
Address		City	State	Zip

**Property Owner Contact Information**       **Same as Applicant**

Name		Phone #	Email Address	
Address		City	State	Zip

► The owner of the property is aware of and consenting to the improvements being made in this permitting process.

**Signature of Owner:** \_\_\_\_\_      **Date:** \_\_\_\_\_

*This application will not be accepted without the owner's signature.*

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## ADDITIONAL REQUIRED INFORMATION

### ► PROJECT DETAILS *Check all that apply*

<b>Project Type</b>	<input type="checkbox"/> New Structure	<input type="checkbox"/> Mech/Elect/Plumb Improvement	<input type="checkbox"/> Fence
	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel/Renovation	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Alteration		
<b>Building Type</b>	<input type="checkbox"/> Principal	<input type="checkbox"/> Accessory	
<b>Existing Use</b>	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Mixed-Use <input type="checkbox"/> Vacant Land
<b>Proposed Use</b>	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Mixed-Use <input type="checkbox"/> Vacant Land

**Is the structure a critical or lodging facility?**  Yes  No

### ► FLOODZONES

**Creek Name** (e.g. South Boulder Creek): \_\_\_\_\_

**Flood Zone:** *Check all that apply*

- |  |   |  |   |
|--|---|--|---|
| <input checked="" type="checkbox"/> AE | <input checked="" type="checkbox"/> AO  | <input checked="" type="checkbox"/> AO3        | <input checked="" type="checkbox"/> High Hazard |
| <input checked="" type="checkbox"/> A  | <input checked="" type="checkbox"/> AO1 | <input checked="" type="checkbox"/> X          |   |
| <input checked="" type="checkbox"/> AH | <input checked="" type="checkbox"/> AO2 | <input checked="" type="checkbox"/> Conveyance |   |

**Projects affecting the Conveyance and High Hazard Zones require additional time for public process and often require an engineer.** See Guidance Document for more information.

### ► ELEVATION VERIFICATION DOCUMENTS

**Source Document** (check one and attach to application):  Elevation Certificate  FIS Profile  City Flood Map

**Provide the following elevations:**

- Finished Floor Elevation (FFE): e.g. 5660' \_\_\_\_\_ ft.
- Base Flood Elevation (BFE): \_\_\_\_\_ ft.
- Flood Protection Elevation (FPE): \_\_\_\_\_ ft.
- Highest Adjacent Grade (HAG): \_\_\_\_\_ ft.

**Provide proposed construction drawings demonstrating:**

- The FFE, BFE and FPE on elevation sheets
- All mechanical/electrical/HVAC equipment is elevated above the BFE
- Sanitary sewer connections are elevated above the BFE or protected by a backflow prevention valve
- Flood damage resistant materials are used to or above the FPE

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► **SUBSTANTIAL IMPROVEMENT FOR WORK TO AN EXISTING STRUCTURE**

**If project cost exceeds 50% of the assessed structure value, the entire structure must be brought into compliance with current local, state and federal flood regulations.**

1. Total Cost of Project: \$ \_\_\_\_\_
2. Assessed Structure Value: \$ \_\_\_\_\_
3. Total Cost (1.) divided by Assessed Structure Value (2.): \_\_\_\_\_ %

► **FOR PROJECTS IN THE CONVEYANCE OR HIGH HAZARD ZONES**

*A written statement addressing the following 15 criteria must be provided.*

1. The effects upon the efficiency or capacity of the conveyance zone and high hazard zone;
2. The effects upon lands upstream, downstream, and in the immediate vicinity;
3. The effects upon the one hundred-year flood profile;
4. The effects upon any tributaries to the main stream, drainage ditches, and any other drainage facilities or systems;
5. Whether additional public expenditures for flood protection or prevention will be required;
6. Whether the proposed use is for human occupancy;
7. The potential danger to persons upstream, downstream, and in the immediate vicinity;
8. Whether any proposed changes in a watercourse will have an adverse environmental effect on the watercourse, including, without limitation, stream banks and streamside trees and vegetation;
9. Whether any proposed water supply and sanitation systems and other utility systems can prevent disease, contamination, and unsanitary or hazardous conditions during a flood;
10. Whether any proposed facility and its contents will be susceptible to flood damage and the effect of such damage;
11. The relationship of the proposed development to the Boulder Valley Comprehensive Plan and any applicable floodplain management programs;
12. Whether safe access is available to the property in times of flood for ordinary and emergency vehicles;
13. Whether the applicant will provide flood warning systems to notify floodplain occupants of impending floods;
14. Whether the cumulative effect of the proposed development with other existing and anticipated uses will increase flood heights; and
15. Whether the expected heights, velocities, duration, rate of rise, and sediment transport of the floodwaters expected at the site will adversely affect the development or surrounding property.

**SIGN POSTING REQUIREMENTS  
APPLICANT'S ACKNOWLEDGMENT FORM**

Required for Certain Land Use Review, Administrative Review, Technical Document Review, and Board of Zoning Adjustment Applications

**CITY CODE REQUIREMENT FOR SIGN POSTING OF LAND USE REVIEW APPLICATIONS -**

**Excerpt of Section 9-4-3(c), B.R.C. 1981:** Public Notice of Application: The city manager will provide the following public notice of a development review application:

(1) Posting: After receiving such application, the manager will cause the property for which the application is filed to be posted with a notice indicating that a development review application has been made, the type of review requested, and that interested persons may obtain more detailed information from the planning department. The notice shall meet the following standards:

- (A) The notice shall be placed on weatherproof signs that have been provided by the City and placed on the property that is the subject of the application.
- (B) All such notice shall be posted no later than ten days after the date the application is filed to ensure that notice is posted early in the development review process.
- (C) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.
- (D) The signs shall remain in place during the period leading up to a decision by the approving authority, but not less than ten days.
- (E) On or before the date that the approving authority is scheduled to make a decision on the application the city manager will require the applicant to certify in writing that required notice was posted according to the requirements of this section.

I, \_\_\_\_\_, am filing a Land Use Review, Administrative Review, Technical Document Review, or BOZA application [on behalf of] \_\_\_\_\_ for the property located at \_\_\_\_\_. I have read the city's sign posting requirements above and acknowledge and agree to the following:

(PRINT NAME OF APPLICANT OR CONTACT PERSON)

(PRINT NAME OF OWNER(S) IF OTHER THAN APPLICANT/CONTACT)

(PRINT PROPERTY ADDRESS OR LOCATION)

1. I understand that I must use the sign(s) that the city will provide to me at the time that I file my application. The sign(s) will include information about my application and property location to provide required public notice.
2. I am responsible for ensuring that the sign(s) is posted on the property described above in such a way that meets the requirements of Section 9-4-3(c), B.R.C. 1981 (listed above), including visibility of the sign(s) and time and duration of the sign(s) posting, and including reposting any signs that are removed, damaged, or otherwise displaced from the site. As necessary, I shall obtain a replacement sign(s) from the city for reposting.
3. I understand that certain future changes to my application, including but not limited to, changes to the project description or adding a review type, may require that I post a new sign(s). The city will notify me if such a reposting is required and provide me with a necessary replacement sign(s).
4. I understand that failing to provide the public notice by sign posting required by the city's land use regulation may result in a delay in the city's issuing a decision or a legal challenge of any issued decision.

\_\_\_\_\_  
NAME OF APPLICANT OR CONTACT PERSON

\_\_\_\_\_  
DATE

Please keep a copy of this signed form for your reference. If you have any questions about the sign posting requirements or to obtain a replacement sign, please call 303-441-1880.