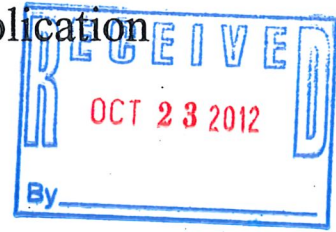


Flood Hazard Development Permit Application  
&  
Permit Forms



For Communities with Base Flood Elevations  
[60.3(c&d)]

CONTENTS

1. Cover Letter
2. Decision Tree
3. Flood Hazard Development Permit Application
4. Flood Hazard Development Permit Part I
5. Flood Hazard Development Permit Part II
6. Flood Hazard Development Permit For Minor Development
7. Flood Hazard Development Permit For Floodproofing Non-Residential Structures
8. Hydraulic Openings Certificate
9. Certificate of Compliance
10. FEMA Elevation Certificate
11. FEMA Floodproofing Certificate

This document was prepared by the  
Maine Floodplain Management Program  
State Planning Office  
38 State House Station  
184 State Street  
Augusta, Maine 04333-0038

Phone (207) 287-3261



STATE OF MAINE  
EXECUTIVE DEPARTMENT  
MAINE STATE PLANNING OFFICE  
38 STATE HOUSE STATION  
AUGUSTA, ME 04333

JOHN ELIAS BALDACCI  
GOVERNOR

MARTHA E. FREEMAN  
DIRECTOR

April, 2004

Dear Local Floodplain Management Permitting Authority:

Enclosed are a model floodplain management permit application form, model floodplain management permits, and a Certificate of Compliance which have been developed by the Floodplain Management Program for use in the administration of local floodplain management programs. These documents represent a change from the model permit application forms we have previously distributed. Those communities presently using the old permit process should consider replacing it with this one.

It is not mandatory that the community use the enclosed forms, but some form of floodplain permitting must be developed by the community. These forms may be adopted by the community as they are or used as a reference in developing a floodplain management permit application and permit form.

There has been a structural change, with the three part permitting system being replaced by a two-part system for new structures and substantial improvements. This change was instituted in order that the application and permit more closely mirror the wording and dictates of the state model floodplain management ordinance. The three numbered pages are the actual application, to be completed by the applicant and the permitting authority. Other changes include a change in the expiration of the issued permit from 90 days to 180 days. This is in recognition of the National Flood Insurance Program (NFIP) Regulations definition of "Start of Construction".

If the community wishes to develop an application and permit of its own, it is important to take into account all existing NFIP and state regulations, as well as the requirements of your community's own floodplain management ordinance. The model application and permits have been developed to meet the minimum NFIP standards and those of the state's model floodplain management ordinance.

Some wording has been incorporated into the application and permits which is optional. Options include the time frame for review of an application and issuance of a Certificate of Compliance. Again, consult your adopted ordinance for uniformity.

Whether your community chooses to adopt the state's model or develop your own permitting system, all permits issued must be maintained on file at the municipal office and be easily accessible to the public. It is strongly suggested that the community provide some way to access floodplain permits and documents separately from other municipal permits.

Floodplain Management Program Staff are available for technical assistance in modifying and implementing the application and permit, or with implementing a total floodplain management program in your community. Please do not hesitate to contact Bonnie Cowle, Sue Baker, or myself at (207) 287-3261 for assistance.

Sincerely,  
W. Louis Sidell, Jr.  
State Floodplain Management Coordinator

OFFICE LOCATED AT: 184 STATE STREET, AUGUSTA, MAINE 04333-0038

PHONE: (207) 287-3261

INTERNET: [www.maine.gov/spo](http://www.maine.gov/spo)

FAX: (207) 287-6489

1

Maine Floodplain Management  
**Decision Tree for  
Flood Hazard Development  
Permits**

Please check appropriate boxes.

Is the development in the floodplain  
as shown on the Community's flood  
map?       yes       no

If yes, go to page 2.

If no, no flood hazard permit  
required.

(A completed copy of this form should accompany each  
Flood Hazard Development Permit Application file)

## Are other permits required (i.e., federal or state)?

- If yes, advise applicant of what additional permits are needed.
- Request copy for attachment to Flood Hazard Development Permit Application.  
[Application may be made but permit shall not be issued until other permits are provided.]  
Go to section 2.
- If no, proceed with Flood Hazard Development Permit Application.  
Go to section 2.

---

## Section 2

Is the development in a Special Flood Hazard Zone A, A1-30, AE, or AH but not in the floodway<sup>1</sup>?

yes                       no

If yes, go to page 3. If no, continue.

Is the development in Zone AO?

yes                       no

If yes, go to page 4. If no, continue.

Is the development in the Floodway?

yes                       no

If yes, go to page 5. If no, continue.

Is the development in Zone V1-30 or VE?

yes                       no

If yes, go to page 6. If no, start over.

<sup>1</sup> In Unnumbered A-Zones for riverine areas, the floodway is considered to be ½ the width of the floodplain as measured from the water's edge to the upland limit of the floodplain measured perpendicular to the stream or river.

## A, A1-30, AE and AH Zones [Not in Floodway]

