

City of St. Helens

265 Strand Street
St. Helens, Oregon
97051

Sensitive Lands Permit Application for Floodplain Development

In accordance with the City of St. Helens floodplain management regulations per Chapters 17.44 and 17.46 of the St. Helens Municipal Code, development within the City of St. Helens regulatory floodplain must comply with the standards within the aforementioned regulations. The regulatory floodplain is the Special Flood Hazard Area (SFHA) as defined on the currently effective Flood Insurance Rate Maps (FIRMs) for the City of St. Helens.

If the proposed development activity will occur at least partially within (horizontally within) the community's regulatory floodplain this Sensitive Lands Permit for floodplain development is required. This will be processed as a Sensitive Lands Permit. The exception to this is if FEMA through a Letter of Map Change (LOMC) (e.g., LOMA, LOMR-F, LOMR), made a formal determination that this property or proposed development site is out of the regulatory floodplain. In that case a Sensitive Lands Permit for floodplain development is not required but a copy of the LOMC must be kept in the permitting records.

Section 1: General Provisions

The undersigned (**on page 2**) hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the City of St. Helens, Chapters 17.44 and 17.46 of the St. Helens Municipal Code, and with all other applicable local, state and federal regulations. This application does not create liability on the part of the City of St. Helens or any officer or employee thereof for any flood damage that results from reliance on this application or administrative decision made lawfully hereunder.

1. When the community's floodplain regulatory standards apply to a proposed development activity, no work of any kind may begin in a regulatory floodplain area until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until a permit is re-issued.
3. The permit will expire if no work is commenced within 1.5 years the date of issue. A Time Extension is possible, upon application, under certain circumstances. See SHMC 17.44.030.
4. The permit will not be issued until any other necessary local, state, or federal permits have been obtained (approved).

OFFICIAL USE ONLY

Permit Number: SL._____._____

Pre-Application Conference Date:_____

Date Received:_____

Receipt Number:_____

● **Property owner and applicant information and signatures on next page** ●

Phone 503.397.6272

ST. HELENS PLANNING DEPARTMENT

Fax 503.397.4016

www.sthelensoregon.gov

Sensitive Lands Permit Application for Floodplain Development | Updated Aug. 2020

Section 2: Property Owner and Applicant Information and Signatures

I/We hereby request a **Sensitive Lands Permit for Floodplain Development** on the herein described real property, located within the City of St. Helens, Oregon. I/We hereby acknowledge that this application is not considered filed, until all of the required information has been submitted as determined by the floodplain administrator and all required fees have been paid in full.

Property Owner(s):*

(print name)

(signature)

(date)

(print name)

(signature)

(date)

Mailing Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

Applicant:

☐ ← Tick box if Property Owner is Applicant

(print name)

(signature)

(date)

Mailing Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

This application is only for a Sensitive Lands Permit for floodplain development. Building Permits and any other permits require separate applications.

**All property owners must be listed. All property owners must sign. This/These signature(s) is/are an acknowledgement and consent to this Sensitive Lands Permit application for floodplain development.*

Section 3: Development Proposal Information

PROJECT LOCATION

Address: _____ Map & Taxlot: _____

Legal Description (may attach current deed): _____

PROJECT DESCRIPTION

A. Structural Development *(Check all that apply)*

- | | | |
|---|---|--|
| <input type="checkbox"/> ← New Structure | <input type="checkbox"/> ← Residential | → <input type="checkbox"/> Single, <input type="checkbox"/> Two-Family
<input type="checkbox"/> Multi-Family (3+) |
| <input type="checkbox"/> ← Addition* | <input type="checkbox"/> ← Non-Residential | → <input type="checkbox"/> Elevated, <input type="checkbox"/> Floodproofed |
| <input type="checkbox"/> ← Alteration (includes repairs and/or improvements)* | <input type="checkbox"/> ← Combined Use (Residential and Non-Residential) | |
| <input type="checkbox"/> ← Relocation** | <input type="checkbox"/> ← Manufactured Home/Dwelling | |
| <input type="checkbox"/> ← Demolition | <input type="checkbox"/> ← Recreational Vehicle (RV) | |
| <input type="checkbox"/> ← Replacement | <input type="checkbox"/> ← Garage | → <input type="checkbox"/> Attached, <input type="checkbox"/> Detached |
| | <input type="checkbox"/> ← Appurtenant / Accessory Structure | |
- ☐ ← Other (please specify): _____

**An alternation includes the repair or improvement of a structure. If the value of an addition or alteration to a structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated a substantially improved structure.*
***A relocated structure must be treated as new construction.*

B. Other Development *(Check all that apply)*

- ☐ ← Clearing ☐ ← Fill ☐ ← Mining ☐ ← Drilling ☐ ← Grading ☐ ← Dredging
- ☐ ← Excavation or Removal of Fill (Except for Structural Development Checked Above)
- | | |
|---|--|
| <input type="checkbox"/> ← Watercourse Alteration | <input type="checkbox"/> ← Drainage Improvement (including culvert work) |
| <input type="checkbox"/> ← Individual Water or Sewer System | <input type="checkbox"/> ← Road, Street, or Bridge Construction |
| <input type="checkbox"/> ← Fencing | <input type="checkbox"/> ← Utilities |
- ☐ ← Subdivision (New or Expansion, including Planned Developments) or Partition
- ☐ ← Other (please specify): _____

FLOOD HAZARD INFORMATION

Note: City may require a “pre-development” Elevation Certificate to certify the following information:

1. The proposed development is located on FIRM Panel: _____ (number and suffix), Dated: _____
2. The proposed development is located partially or fully within the horizontal boundaries of the Special Flood Hazard Area, Zone(s): _____ (A, A1 -30, AE, AO, AH, AR, or A99)
3. The one-percent-annual chance (100 year) flood elevation at this site is: _____ ft, based on the North American Vertical Datum of 1988 (NAVD 88).
Source: _____ or → ☐ None Available
4. Is the proposed development located partially or fully within a designated Floodway? → ☐-Y ☐-N
If “Yes,” this proposal is for:
☐ ← Temporary encroachment (less than 30 days – outside of flood season)
☐ ← Fish habitat restoration or enhancement*
☐ ← Fence (type and material: _____)

**For habitat restoration projects a rise in elevation may be allowed if a CLOMR is approved by FEMA. Permit shall not be issued, until FEMA approval is received.*

5. If “Yes” was answered to (4) above, then is a “No Rise Certification” with supporting engineering hydrologic and hydraulic data attached? → ☐-Y ☐-N
6. Are other federal, state, or local permits required? → ☐-Y ☐-N
If “Yes,” which ones: _____

Section 4: Additional Information Required (Complete all that apply)

Note: City may require a “pre-development” Elevation Certificate to certify the following information:

1. Complete for Proposed Structures and Building Sites:

- A. Base Flood Elevation at this site: _____ ft (NAVD 88).
- B. Elevation of highest adjacent grade: _____ ft (NAVD 88).
- C. Required Elevation of lowest floor* (including basement): _____ ft (NAVD 88).
- D. Proposed Elevation of lowest floor* (including basement): _____ ft (NAVD 88).
- E. Elevation of next highest floor: _____ ft (NAVD 88).

- F. Elevation of top of proposed garage slab, if any: _____ ft (NAVD 88).
G. Details for anchoring structures (type of anchoring used and location of anchoring):

- H. Details of floodproofing or elevation of utilities. Provide the elevation of the utilities or the elevation to which the utilities were floodproofed. If floodproofed, provide details regarding how the utilities were floodproofed (describe the type of floodproofing used or manner in which the utilities were floodproofed):

- I. Exact location(s) on structure of all flood openings, if required. Include the elevation of the bottom of the flood opening(s), the size of the openings, and note if engineered flood opening(s) will be used. (Provide a reference diagram, in site plan or drawings):

- J. Types of water-resistant materials used below the first-floor and portions of the structure they were applied to:

**lowest floor is generally defined as: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure (such as a crawlspace), usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is built in compliance with the required floodplain and building code regulations including but not limited to flood venting requirements. See Chapter 17.46 SHMC for the adopted legal definition of lowest floor.*

2. Complete for Alterations or Additions to Existing Structures:

Please complete **Appendix A** to the City of St. Helens Sensitive Lands Permit application for floodplain development and enter the cost of the proposed construction* here: \$ _____

**PLEASE NOTE: Cost of construction estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.*

3. Complete for Non-Residential Floodproofed Construction:

- A. Type of floodproofing method: _____
- B. Required floodproofing elevation is: _____ ft (NAVD 88).
- C. Floodproofing certification by a registered engineer attached? → ☐-Y ☐-N

4. Complete for Subdivisions, including Planned Developments, and Partitions:

- A. Will the subdivision or other development contain 50 lots or 5 acres? → ☐-Y ☐-N
- B. If “Yes”, does the plat or proposal clearly identify base flood elevations? → ☐-Y ☐-N
- C. Are the 100 year Floodplain and Floodway delineated on the site plan? → ☐-Y ☐-N

5. Complete for Proposals NOT Included in 1-4 Above:

- A. For all watercourse relocations and/or landform alterations include plans showing the proposed relocation and/or alterations.
- B. If the proposed development activity will result in a change in water elevation, then what is the change in water elevation (in feet) _____? → Is this an ☐ increase, or ☐ decrease?
- C. For stream habitat restoration that impacts a mapped floodway, provide copy of “no-rise certification” from registered professional engineer or a FEMA approved CLOMR.
- D. Amount of fill to be placed: _____

Top of new compacted fill elevation _____ ft (NAVD 88).

6. Required Attachments:

- A. A site plan drawn to scale, with elevations of the project area and the nature, location, dimensions of existing and/or proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities. Plans shall include location of all water bodies, adjacent roads, lot dimensions, as well as, delineation of Special Flood Hazard Areas, regulatory Floodway boundaries including Base Flood Elevations (when available), or flood depth in AO zones.
- B. Copies of all required local, state, and federal permits. All required local, state, and federal permits must be approved before the Sensitive Lands Permit for floodplain development is approved.
- C. City of St. Helens may and reserves the right to require a complete pre-construction Elevation Certificate signed and sealed by a registered professional surveyor.
- D. Certification from a registered professional engineer that any proposed non-residential floodproofed structure will meet the floodproofing criteria of Chapter 17.46 SHMC and Oregon Specialty Code requirements, if applicable.
- E. Other documentation as required per the above sections and as required by the St. Helens Development Code.

Section 5: Official Use Only

SUBSTANTIAL IMPROVEMENT REVIEW

The formula for substantial improvement threshold is as follows:

$$\text{Market Value} \times 50\% (.50) = \text{Substantial Improvement Threshold}$$

1. What is the market value (based on current Assessor data or other source) of the existing structure prior to damage/improvement?

\$ _____

Was other information used to determine the market value such as an appraisal?

- ☐-Y (If "Yes," what was used to determine value? _____)
☐-N

2. What is 50% of the estimated market value of the existing structure prior to damage / improvement (use the formula provided above)?

\$ _____

3. Has Appendix A been completed? → ☐-Y ☐-N

4. Does the total cost of the proposed construction noted in Appendix A match the cost of the proposed construction provided in Section 4(2)? → ☐-Y ☐-N

5. What is the cost of the proposed construction* (provided in both Section 4(2) and Appendix A)?

\$ _____

6. Is the value listed in line "3" of this section, equal to or greater than the value listed in line "2"?

- ☐-Y (If "Yes," then the proposed development activity qualifies as a substantial improvement*)
☐-N

7. Does the proposed development activity qualify as a substantial improvement**? → ☐-Y ☐-N

**Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.*

***If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the entire structure must be treated as a substantially improved structure and the substantial improvement provisions shall apply. See FEMA publication [P-758, Substantial Improvement/Substantial Damage Desk Reference](#) for more information regarding substantial improvement.*