

City of St. Helens

265 Strand Street
St. Helens, Oregon
97051

Floodplain Development Standard Operating Procedures

Section 1 – Proposal considerations and determination of Sensitive Lands Permit applicability.

1. Review all building, grading, and other permits and proposals to determine if the proposed development activity is within the regulatory floodplain. Be mindful of the definitions of Chapter 17.46 SHMC, such as “development.” Note SHMC 17.46.040 for when a permit is required. The applicable permit is the Sensitive Lands Permit (for floodplain development). The term “development permit” used in this section is generic.
2. If located within a regulatory floodplain, also check if there is a designated floodway or not and if so, if the proposal will occur in the floodway. If no designated floodway, be mindful of the “before regulatory floodway” sub-section of SHMC 17.46.050.
3. Require a Sensitive Lands Permit (for floodplain development) for all development within the regulatory floodplain unless a Letter of Map Amendment (LOMA) or Letter of Map Revision-Fill (LOMR-F) has been approved by FEMA for the structure/parcel/lot. This Sensitive Lands Permit shall be approved before any permit is allowed (e.g., building permit, grading permit, etc.) or other approval that is required.
4. Check to make sure other Sensitive Lands identified in Chapters 17.40 and 17.44 SHMC are included or not. If they are, additional Sensitive Lands permitting may be required. This additional Sensitive Lands permitting is not addressed further on this Floodplain Development Standard Operations Procedure document.
5. Hold a pre-application conference to go over the **Sensitive Lands Permit Application for Floodplain Development**, regulatory floodplain mapping information for the property in question, and the community floodplain regulations (that pertain to the development proposal) with the applicant(s). The pre-application conference is normally a prerequisite to filling the Sensitive Lands Permit application and is required to be done within 6 months from the date the application was submitted (see SHMC 17.24.040).
6. Upon receipt of the initial Sensitive Lands Permit application, it needs to be deemed complete. The deem complete determination needs to be done within 30 days per SHMC 17.24.050. Verify that the **Sensitive Lands Permit Application for Floodplain Development** has been signed and completed, and that all the required supporting information has been obtained (e.g., pre-development Elevation Certificate and plans).
7. Coordinate with other internal parties (e.g., public works and building department) and complete internal review procedures.
8. Ensure all other required local, state, or federal permits have been approved and obtained. This could be a condition of approval of the Sensitive Lands Permit (if approved).

9. Complete the Sensitive Lands Permit process within the timeframe per SHMC 17.24.030 (normally 120 days).

Section 2 – If the Sensitive Lands Permit is approved.

10. Make sure the development permit (e.g., building permit) that the Sensitive Lands Permit is based on complies with the requirements and conditions of the Sensitive Lands Permit. For structures send a copy of the **Sensitive Lands Permit Application for Floodplain Development** and the pre-development Elevation Certificate to the Building Official, or otherwise ensure the Building Official is aware of the floodplain details.

If in a floodway or “before regulatory floodway” as noted in 2 above, hydraulic and hydrologic modeling (“no-rise” analysis) is normally required.

11. Coordinate with the Building Official and the applicant during the construction and inspection process. Ensure field inspections are conducted. Ensure that the Building Official notifies the Floodplain Administrator regarding any changes from the proposed development activities detailed in the permit application form or Sensitive Lands Permit. Make sure the provisions of the Sensitive Lands Permit and Chapter 17.46 SHMC are met.
12. For structures, obtain and review the second elevation certificate from the applicant, making sure Building Official has a copy, when the foundation is in place, but before the walls are on to ensure the foundation location and elevation, and the flood vents sizing, location, amount and elevations are correct.
13. Obtain the as-built Elevation Certificate from the applicant, making sure the Building Official has a copy, and review it prior to the Building Official completing the final inspection process and the certificate of occupancy being issued. Also, make sure the provisions of the Sensitive Lands Permit and Chapter 17.46 SHMC are met for any regulated development with or without structures.
14. Ensure file is complete and copies of final as-built Elevation Certificates are in both the project file (e.g. Sensitive Lands Permit file) and the Elevation Certificate file managed by the Floodplain Administrator.
15. If applicant proposes floodproofing of a non-residential structure, procedure is similar for 10-14 above, but a Floodproofing Certificate is required upon project completion.

Section 3 – Notes.

The St. Helens Development Code can be found online: <https://www.codepublishing.com/OR/StHelens/>. Copies are also available at City Hall and the City Library.

This Floodplain Development Standard Operating Procedures is a guide only. It is not a substitute for actual law. As proposals differ, this SOP may not reflect the details or steps of every proposal.