

VI. PERMIT PROCEDURE FLOWCHART

Person inquires about permit for proposed project.

The Local Administrator determines if the proposed project is in or out of the 100-year floodplain by using the regulatory maps produced by FEMA.

IN THE 100-YEAR FLOODPLAIN

IN THE FLOODWAY

The applicant must apply for a CONSTRUCTION IN A FLOODWAY PERMIT. \* No local permit can be issued until a construction in a floodway permit is issued by the IDNR Division of Water. Provide the applicant with permit application. \*\*

Construction in a Floodway Permit is issued.

Construction in a Floodway Permit is denied.

Local permit can be issued provided all federal, state and local requirements have been met.

No local permit can be issued.

Local inspector insures that all requirements have been met including an elevation certificate that shows the lowest floor elevation to be at or above the FPG.

A Certificate of Occupancy is issued if requirements have been met.

IN THE FLOODPLAIN NO FLOODWAY DELINEATED

The applicant must request and obtain floodplain analysis/regulatory assessment from IDNR Division of Water that includes base flood elevation, floodway fringe boundary, floodway boundary, and other related information. (In some cases, the applicant may need to supply surveyed cross sections and/or detailed topographic mapping for the IDNR Division of Water to complete an analysis of the site. \*

IDNR determines that the project (or a portion of the project) is located in the floodway.

IDNR determines that the project is located in the floodway fringe.

Follow "IN THE FLOODWAY" process.

Follow "IN THE FLOODWAY FRINGE" process.

IN THE FLOODWAY FRINGE

The local administrator should use the Flood Insurance Study to determine a 100-year elevation at the site or use the 100-year elevation provided in the analysis obtained from IDNR Division of Water. Any building at this site should be elevated two feet above the 100-year elevation, which is referred to as the flood protection grade (FPG). Issue permit provided the project meets all other federal, state, and local requirements.

Local inspector insures that all requirements have been met including an elevation certificate that shows the lowest floor elevation of any new or substantially improved buildings to be at or above the FPG.

A Certificate of Occupancy is issued if requirements have been met.

OUTSIDE THE 100-YEAR FLOODPLAIN

Floodplain ordinance does not apply. Issue permit if the project meets all other federal, state, and local requirements.

Local inspector sees that all requirements are met.

A Certificate of Occupancy is issued if requirements have been met.

\* IDNR has regulatory authority over the floodways where the upstream drainage area at the project site is greater than one square mile. A construction in a floodway permit from IDNR would not be required if the upstream drainage area at the project site is less than one square mile.

\*\*For certain projects, a construction in a floodway permit may not be required. In those cases, the applicant should obtain verification/documentation from IDNR.

In addition, if the project site is in the floodplain where the upstream drainage area is less than one square mile in an area where the limits of the floodway are not delineated and no BFE is available, the applicant will need to provide the hydraulic analysis for the site.

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