



**New York State Department of State
Division of Code Enforcement & Administration**

41 State Street Albany, NY 12231

Phone: 518-474-4073

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Applicant: _____

Application #: _____

PLAN REVIEW CHECKLIST

FLOOD HAZARD AREA APPLICATION REVIEW – A ZONES

Terms: FHA = Flood Hazard Area; DFE = Design Flood Elevation

Reviewer's Initials and Date of Review	Review Steps
	<p>Is proposed development consistent with zoning?</p> <p><input type="checkbox"/> NO. Applicant to request a zoning amendment.</p> <p><input type="checkbox"/> YES. Proceed with review.</p>
<p>FIRM Panel # and date _____</p> <p>FLOODWAY Panel # and date _____</p> <p>DFE _____</p>	<p>Check FIRM, floodplain/floodway boundaries, base flood elevations, <u>and</u> map revisions and LOMRs issued by FEMA. Is proposal in the floodplain and/or floodway?</p> <p><input type="checkbox"/> NO. Sign and date this form and put in file.</p> <p><input type="checkbox"/> YES. Must meet the flood resistant provisions of the code.</p> <p><input type="checkbox"/> YES, FLOODWAY. All residential structures (including Manufactured Housing units) in floodways to comply with IBC®.</p> <p><input type="checkbox"/> YES, FLOODWAY. Require engineer's "no rise" analysis and supporting hydraulic data in file before continuing review.</p> <p><input type="checkbox"/> YES, in FHA without DFEs. Check other sources, use estimating methods, or require applicant to determine.</p> <p><input type="checkbox"/> YES, in FHA, but applicant has elevation data that shows natural site elevation above DFE. Advise applicant to obtain LOMA and submit copy for the file.</p> <p><input type="checkbox"/> YES, in Coastal A Zone; refer to V Zone Checklist if V Zone requirements are applied.</p> <p><input type="checkbox"/> YES, in 500-year floodplain. Floodplain review not required; flood-resistance encouraged.</p>
	<p>Site plan shows nature of development proposal, location, dimensions, wetlands, floodplain/floodway boundaries, and ground elevations.</p> <p><input type="checkbox"/> YES, continue review.</p> <p><input type="checkbox"/> NO, return to applicant to revise application and site plan.</p>
	<p>Can the proposed development be modified to avoid floodplain?</p> <p><input type="checkbox"/> YES. Explain flood hazards to applicant and make recommendations to minimize flood hazards and damage potential.</p> <p><input type="checkbox"/> NO, but can impacts be further minimized? Can fill be minimized? Buildings moved to higher ground?</p>
	<p>Has the applicant obtained and provided copies of all necessary State and federal permits, e.g., wetlands?</p> <p><input type="checkbox"/> NO, advise applicant which agencies to contact.</p> <p><input type="checkbox"/> YES, require copies for the file.</p>
	<p>Will a watercourse be altered?</p> <p><input type="checkbox"/> NO. Continue review.</p> <p><input type="checkbox"/> YES. Applicant to provide copies of notices to adjacent communities, federal agencies, and the NFIP State Coordinator.</p> <p><input type="checkbox"/> YES. Engineer's analysis required to show same flood carrying capacity; method of maintenance specified.</p>
	<p>Is fill proposed? Will fill be compacted? Side-slopes are no steeper than 2:1? Protected from erosion?</p> <p><input type="checkbox"/> NO fill. Continue review.</p> <p><input type="checkbox"/> YES, fill used to elevate building will be compacted, sloped, and stabilized.</p> <p><input type="checkbox"/> YES, but not for building elevation. Purpose for fill: _____</p>



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Initials and Date	Review Steps
	Is the application for improvement or addition to an existing building? <input type="checkbox"/> NO. A new structure is proposed, continue review. <input type="checkbox"/> YES, but building is documented in file as a "historic structure" and proposed work will not change historic designation; encourage flood resistance. <input type="checkbox"/> YES. Costs of work are documented and compared to market value. <input type="checkbox"/> If costs equal or exceed 50% of market value of structure, provide finding to Board of Appeals for determination of Substantial Improvement. <input type="checkbox"/> Proposed work is not a Substantial Improvement. Flood hazard review not required.
	Are new structures proposed to be elevated (new residential or non-residential buildings, storage tanks, manufactured homes)? Give applicant a blank Elevation Certificate. <input type="checkbox"/> NO. STOP! A permit cannot be issued for non-elevated residential buildings. <input type="checkbox"/> NO. Non-residential may be floodproofed (see design documentation requirements) <input type="checkbox"/> YES, on fill. Basements into fill are <u>not</u> allowed. <input type="checkbox"/> YES, on piers, pilings, or columns. <input type="checkbox"/> YES, on solid foundation walls (see Enclosed areas below DFE).
	Check the following for Manufactured Housing units: <input type="checkbox"/> Are flood hazards avoided as much as possible? <input type="checkbox"/> In Floodway, refer to IBC [®] for foundation design. <input type="checkbox"/> Foundation is reinforced (dry-stack block NOT allowed). <input type="checkbox"/> Ground anchors and tie-downs shown on plans? <input type="checkbox"/> Elevated above the DFE?
	Check the following for utility support systems: <input type="checkbox"/> Electrical, mechanical, plumbing, heating/air conditioning components elevated? <input type="checkbox"/> Septic designed to minimize inflow/discharge under flood conditions? <input type="checkbox"/> On-site water supply designed to minimize inflow under flood conditions? <input type="checkbox"/> Above-ground tanks are anchored/elevated? <input type="checkbox"/> Below-ground tanks are designed to resist flotation?
	If new, non-residential structure is not elevated, will it be floodproofed? <input type="checkbox"/> YES, non-residential building will be floodproofed to not less than 1' above DFE, and signed and sealed design documentation is in file. <input type="checkbox"/> YES, agricultural building to be wet floodproofed. <input type="checkbox"/> NO. Permit shall not be approved.
	Enclosed areas below DFE (stairwells, sheds, garages, storage areas, crawl spaces)? <input type="checkbox"/> NO. Continue review. <input type="checkbox"/> YES, number, total net open area, and location of flood openings shown on plan. <input type="checkbox"/> YES, plan shows acceptable use (parking, limited storage, and access). <input type="checkbox"/> YES, flood resistant materials specified. <input type="checkbox"/> YES, utilities, if any, are all elevated above DFE.
	<input type="checkbox"/> Record permit in log of floodplain permits. <input type="checkbox"/> Make sure that all necessary documents are in the file. <input type="checkbox"/> Issue Permit and transfer file to Inspections.

PERMIT APPLICATION REVIEW COMPLETED BY: _____ DATE: _____

ISSUE PERMIT approved by: _____

DENY PERMIT approved by: _____