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By:

## Floodplain Development Permit Application

Submit completed application and documentation to [planningandbuilding@ketchumidaho.org](mailto:planningandbuilding@ketchumidaho.org) Or hand deliver to Ketchum City Hall, 191 5<sup>th</sup> St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: [www.ketchumidaho.org](http://www.ketchumidaho.org) and click on Municipal Code. You will be contacted and invoiced once your application package is complete.

### When is a Floodplain Development Permit Application required?

The Floodplain Management Overlay Zoning District boundaries are represented on the official zoning map of the City.

All land within the external boundary of the special flood hazard area (SFHA) and all parcels with any portion thereof affected by said SFHA shall be considered to be within the Floodplain Management Overlay Zoning district.

All land areas within the external boundary of the SFHA shall be considered to be within the floodplain subdistrict of the Floodplain Management Overlay Zoning District. The City may make necessary interpretations of the boundary based upon the recommendation of the City Engineer or other expert.

All land areas within the external boundary of the regulatory floodway shall be considered to be within the floodway subdistrict of the Floodplain Management Overlay Zoning District. The City may make necessary interpretations of the boundary based upon the recommendation of the City Engineer or other expert.

NOTE: This permit is required for all properties containing 100 year floodplain area and Riparian Setbacks

PROPERTY OWNER INFORMATION
Property Owner Name(s):
Property Owner's Mailing Address:
Phone:
Email:
PROJECT INFORMATION
Project Name:
Project Representative's Name (main point of contact for project):
Project Representative's Phone:
Project Representative's Mailing Address:
Project Representative's Email:
Architect's name, phone number, e-mail:
Landscape Architect's name, phone number, e-mail:
Environmental consultant's name, phone number, e-mail:
Engineer's name, phone number, e-mail:
Project Address:
Legal Description of parcel:
Lot Size:
Zoning District:
Overlay Zones – indicate all that apply: <input type="checkbox"/> Floodplain <input type="checkbox"/> Floodway <input type="checkbox"/> Riparian Zone <input type="checkbox"/> Avalanche <input type="checkbox"/> Mountain
Brief description of project scope:
Value of Project: \$
TYPE OF PROJECT – indicate all that apply:

<input type="checkbox"/> New Building in Floodplain	<input type="checkbox"/> Building Addition in Floodplain	<input type="checkbox"/> Emergency Streambank Stabilization / Stream Alteration	<input type="checkbox"/> Other. Please describe:
<input type="checkbox"/> Floodplain Development	<input type="checkbox"/> Streambank Stabilization / Stream Alteration		
<b>PROPOSED SETBACKS – if project is a new building or an addition to an existing building</b>			
Front:	Side:	Side:	Rear:
<b>ADDITIONAL INFORMATION</b>			
Will fill or excavation be required in floodplain, floodway or riparian zone?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, Amount in Cubic Yards:    Fill:      CY      Excavation:      CY			
Will Existing Trees or Vegetation be Removed?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will new trees or vegetation be planted?    Yes <input type="checkbox"/> No <input type="checkbox"/>			

Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Floodplain Management Overlay Application, in which the City of Ketchum is the prevailing party, to pay reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner/Representative

\_\_\_\_\_  
Date

# FLOODPLAIN MANAGEMENT OVERLAY EVALUATION STANDARDS

Please provide a narrative to address each of the criteria below.

Criteria for Evaluation of Applications: The criteria of floodplain development permit applications shall be as follows:

1. The proposal preserves or restores the inherent natural characteristics of the river, floodplain, and Riparian Zone, including riparian vegetation and wildlife habitat. Development does not alter river channel unless all stream alteration criteria for evaluation are also met.
2. No temporary construction activities, encroachment, or other disturbance into the twenty-five foot (25') Riparian Zone, including encroachment of below grade structures, shall be permitted, except for approved stream stabilization work and restoration work associated with a riparian zone that is degraded.
3. No permanent development shall occur within the twenty-five foot (25') Riparian Zone, except for approved stream stabilization work and restoration work associated with permit issued under this title, or exceptions as described below:
  - a. Access to a property where no other primary access is available.
  - b. Emergency access required by the Fire Department.
  - c. A single defined pathways or staircases for the purpose of providing access to the river channel and in order to mitigate multiple undefined social paths.
  - d. Development by the City of Ketchum
4. New or replacement planting and vegetation in the Riparian Zone shall include plantings that are low growing and have dense root systems for the purpose of stabilizing stream banks and repairing damage previously done to riparian vegetation. Examples of such plantings most commonly include red osier dogwood, common chokecherry, serviceberry, elderberry, river birch, skunk bush sumac, Beb's willow, Drummond's willow, little wild rose, gooseberry, and honeysuckle. However, in rare instances the distance from the top-of-bank to the mean high-water mark is significant and the native vegetation appropriate for the Riparian Zone are low growing, drought resistant grasses and shrubs. Replacement planting and vegetation shall be appropriate for the specific site conditions. Proposal does not include vegetation within the twenty-five foot (25') Riparian Zone that is degraded, not natural, or which does not promote bank stability.
5. Landscaping and driveway plans to accommodate the function of the floodplain allow for sheet flooding. Surface drainage is controlled and shall not adversely impact adjacent properties including driveways drained away from paved roadways. Culvert(s) under driveways may be required. Landscaping berms shall be designed to not dam or otherwise obstruct floodwaters or divert same onto roads or other public pathways.
6. Floodwater carrying capacity is not diminished by the proposal.
7. Impacts of the development on aquatic life, recreation, or water quality upstream, downstream or across the stream are not negative.
8. Building setback in excess of the minimum required along waterways is encouraged. An additional ten-foot (10') building setback beyond the required twenty-five foot (25') Riparian Zone is encouraged to provide for yards, decks and patios outside the twenty five foot (25') Riparian Zone.
9. The top of the lowest floor of a building located in, or partially within, the SFHA shall be at or above the Flood Protection Elevation (FPE). A building is considered to be partially within the SFHA if any portion of the building or appendage of the building, such as footings, attached decks, posts for upper story decks, are located within the SFHA. See section 17.88.060, figures 1 and 2 of this chapter to reference construction details. See Chapter 17.08 of this title for definition of "lowest floor."
  - a. In the SFHA where Base Flood Elevations (BFEs) have been determined, the FPE shall be twenty-four inches (24") above the BFE for the subject property; twenty-four inches (24") or two (2) feet is the required freeboard in Ketchum city limits.
  - b. In the SFHA where no BFE has been established, the FPE shall be at least two (2) feet above the highest adjacent grade.
10. The backfill used around the foundation in the SFHA floodplain shall provide a reasonable transition to existing grade but shall not be used to fill the parcel to any greater extent.
  - a. Compensatory storage shall be required for any fill placed within the floodplain.
  - b. A CLOMR-F shall be obtained prior to placement of any additional fill in the floodplain.
11. All new buildings located partially or wholly within the SFHA shall be constructed on foundations that are designed by a licensed professional engineer.

12. Driveways shall comply with City of Ketchum street standards; access for emergency vehicles has been adequately provided for by limiting flood depths in all roadways to one foot (1-ft) or less during the 1% annual chance event.
13. Landscaping or revegetation shall conceal cuts and fills required for driveways and other elements of the development.
14. (Stream alteration.) The proposal is shown to be a permanent solution and creates a stable situation.
15. (Stream alteration.) No increase to the one percent (1%) annual chance flood elevation at any location in the community, based on hydrologic and hydraulic analysis performed in accordance with standard engineering practice and has been certified and submitted with supporting calculations and a No Rise Certificate, by a registered Idaho engineer.
16. (Stream alteration.) The project has demonstrated No Adverse Impact or has demonstrated all impacts will be mitigated.
17. (Stream alteration.) The recreational use of the stream including access along any and all public pedestrian/fisher's easements and the aesthetic beauty shall not be obstructed or interfered with by the proposed work.
18. (Stream alteration.) Fish habitat shall be maintained or improved as a result of the work proposed.
19. (Stream alteration.) The proposed work shall not be in conflict with the local public interest, including, but not limited to, property values, fish and wildlife habitat, aquatic life, recreation and access to public lands and waters, aesthetic beauty of the stream and water quality.
20. (Stream alteration.) The work proposed is for the protection of the public health, safety and/or welfare such as public schools, sewage treatment plant, water and sewer distribution lines and bridges providing particularly limited or sole access to areas of habitation.
21. (Wetlands) Where development is proposed that impacts any wetland the first priority shall be to move development from the wetland area. Mitigation strategies shall be proposed at time of application that replace the impacted wetland area with an equal amount and quality of new wetland area or riparian habitat improvement.

# APPLICATION CHECKLIST

**Please utilize and submit the checklist on the following pages to ensure a complete application.**

Floodplain management overlay application certification of completeness is based on submittal of all applicable items on this checklist.

**Project name:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

## DOCUMENTS

- One (1) digital copy of all application materials
- Application form
- Evaluation criteria narrative
- Description of proposed development
- Specifications for building construction and materials, flood proofing, filling, grading, dredging, channel improvement/changes and utilities
- Elevation and/or flood proofing certification prepared by a professional engineer for existing and proposed residential and nonresidential structures located partially or wholly in the regulatory floodplain. Said floodproofing methods shall meet the criteria in subsection 17.88.060.B of the Ketchum Municipal Code.
- Copy of letter of map amendment based on fill (LOMA-F) application for any proposed fill in the floodplain. LOMA-F approval shall be obtained from FEMA prior to issuance of a floodplain development permit.
- Signed, notarized, original copy of the Acknowledgement of Floodplain Management Overlay District and Waterways Design Review District Affidavit.

## **SITE SURVEY OF EXISTING CONDITIONS (prepared and stamped by a licensed engineer or surveyor) – REQUIRED FOR NEW BUILDINGS OR ADDITIONS TO BUILDINGS IN THE FLOODPLAIN AND ANY WORK WITHIN THE FLOODWAY**

- Exterior boundary lines of the property together with dimensions
- Topographic survey of the real property at a minimum of one (1) foot contour intervals, significant hillsides may be a minimum of ten (10) foot contour intervals
- Location of any existing dwelling units, other structures, fill, storage of materials, drainage facilities and all improved areas (pavement) with dimensions thereof showing the setback of each structure from the nearest property line
- Location of existing channels and ditches and other significant natural features, boundaries of floodway and floodplain, including Base Flood Elevation (BFE) and other site specific information from the studies referred to in Ketchum Municipal Code, subsection 17.88.040.A.3
- Location and elevations of adjacent streets, water supply and sewer lines, including private wells and/or septic systems
- Elevation of the lowest floor (including basement) of all structures existing and proposed partially or wholly located in the one percent (1%) annual chance floodplain, including elevation to which any structure has been or will be floodproofed
- Identification of the riparian zone and the "mean high water mark," as defined in Ketchum Municipal Code
- Location of previous stream alterations upstream, downstream and along both banks from subject lot
- Location of drainage ways, intermittent and year-round, including potential overflow channels or channel movement
- Location and dimensions of easements, private and public, within and adjacent to the proposed project together with the purpose thereof
- Location of all existing trees to be preserved and significant trees to be removed
- Indication of any zoning district overlay which affects the property (floodplain, mountain overlay or avalanche)
- Location of existing structures on adjacent properties

**SITE PLAN – REQUIRED FOR ALL PROJECTS.**

- Vicinity map
- Proposed excavation or land fill including resulting slope grades for the building pad(s), driveways and any other element of the proposed development where excavation or fill will take place
- Drainage plan including offsite improvements such as borrow ditches and culverts and including a plan for on- and off-site improvements to provide for unobstructed conveyance of floodwaters
- Location of on-site parking spaces and access thereto, including the dimensions of the spaces and the width and length of access and curb cuts
- Location and dimensions of snow storage areas
- Location of dumpster and/or garbage and recycling can storage areas, including the dimensions and proposed fencing or other screening
- Location and type of any electrical power transformers, switches and/or sectors
- Location and type of all heating, ventilation, air conditioning and other mechanical units
- Drip line of all buildings
- Percentage of the lot coverage by proposed building and parking areas together with the total square footage of the parcel of property
- Location of all proposed structures (buildings) and all improved areas (pavement, sidewalk) with dimensions thereof showing the setback of each structure from the nearest property line
- Designation of the zoning district in which the project is located
- Location of any zoning district boundary line within the proposed project or the immediate vicinity thereof
- For any building in the floodplain with an area below the lowest floor that is below the base flood elevation and has a ceiling height of five feet (5') or greater, the building owner shall sign a non-conversion agreement, that shall run with the property, promising not to improve, finish or otherwise convert the area below the lowest floor to living area and granting the city the right to inspect the enclosed area at its discretion. Such agreement shall be recorded at Blaine County's recorder's office

**ARCHITECTURAL PLANS – REQUIRED FOR NEW BUILDINGS OR ADDITIONS TO EXISTING BUILDINGS**

- Floor plans of all floors at not less than one-eighth (1/8) scale
- All exterior elevations
- Roof plan including direction of snow sliding and snow clips if applicable. Location and type of all mechanical equipment and rooftop appurtenances
- Cross-section(s) of the property and proposed building adequately establishing the natural grade, finished grade, slope of land, slope of proposed accesses and grades to all public rights-of-way
- Location and type (cut sheets) of all exterior lighting
- Model or computer simulation renderings, if required at pre-application design review meeting

**LANDSCAPE PLAN – REQUIRED FOR ANY PROJECT PROPOSING TO ALTER VEGETATION IN THE RIPARIAN ZONE OR SPECIAL FLOOD HAZARD AREA**

- All existing vegetation over 2 inches in caliper, including size and species
- Proposed landscaping of the project including types, quantities and sizes of trees, shrubs, ground cover and other vegetation
- Proposed landscaping or other improvements within any public rights-of-way
- Location, type (materials and colors) and height of walls or fences
- Location of parking areas
- Location of vehicular and pedestrian circulation patterns, easements and proposed improvements with regard thereto
- Irrigation system for landscaping
- Drainage plan including off-site improvements

**STREAM ALTERATIONS / STREAMBANK STABILIZATION**

- Copies of the Joint Application for Permits submitted to the U.S. army corps of engineers (USACE) and Idaho department of water resources (IDWR). Please note, USACE and IDWR approvals shall be obtained prior to issuance of a stream alteration permit.
- Copy of the USACE permit approval.
- Copy of the IDWR permit approval.
- Cross section of proposed work

- Length of stream to be worked, type of work to be done, type of equipment to be used and starting and completion dates of work
- A valley cross section showing stream channel, floodway limits, elevations of adjacent land areas, Special Flood Hazard Area boundary, floodway boundary, existing Mean High Water mark, proposed Mean High Water mark, Riparian Zone regulated by the City of Ketchum, proposed excavation, proposed fill. A profile showing the slope of the bottom of the channel or flow line of the stream may be required upon review of all other material submitted.
- For any work proposed to occur in the regulatory floodway: A no net rise certificate, including supporting calculations, prepared and stamped by an Idaho registered professional hydraulic engineer
- For any work proposed to occur in the floodway: HEC-RAS model

**NO ADVERSE IMPACT STATEMENT – WHERE APPLICABLE**

- No Adverse Impact Statement
  - See definition of “No Adverse Impact” in section 17.08.020 of Ketchum Municipal Code.