

FAYETTE COUNTY OFFICE OF FLOODPLAIN ADMINISTRATION
INSTRUCTIONS FOR PERMIT APPLICATION FOR PROPOSED DEVELOPMENT
Within Unincorporated Areas of Fayette County

Prior to any development including, but not limited to, the construction of homes, barns, out buildings, septic systems, driveways, water wells, electrical and/or telephone poles, garages, fencing, ponds/water storage, culverts, bridges, spillways, dams, dirt work to remove underbrush along creeks, brooks, any blue lines on USGS maps in the unincorporated areas of Fayette County, property owners, not their agents or representatives, shall contact the Fayette County Office of Floodplain Management to request an application for development in the unincorporated areas of Fayette County to comply with the updated 2017 Fayette County Flood Damage Prevention Order. To minimize potential flood damage, all development located within unincorporated areas of Fayette County must be:

- (a) Issued a Class A Permit (Zone X, outside the 1% Chance for Flood) which exempts the property owner from Fayette County Floodplain Regulations; or
- (b) Issued a Class B Permit (Zone A, Zone Approximate Zone A or Zone AE) for every development that lies within the FEMA-designated 1% Chance of Flood (100-year Floodplain) to comply with Fayette County Floodplain Regulations.

The permit is required to be posted by the property owner at the job site in a place clearly visible for observation from the nearest road or street. To find out whether the property is located within the 1% Chance for Flood (formerly 100-year floodplain) the following steps are required:

Step 1: Request a floodplain map of the property and permit application from Fayette County Judge's Office at (979) 968-6469, or email: kelly.blackwell@co.fayette.tx.us or dawn.moore@co.fayette.tx.us.

Step 2: Determine if the site of the development, with the aid of the map, is in or out of the floodplains. The map of the property will show the approximate location of the floodplains, if present within its boundaries.

- (a) If the map shows the property is completely out of the floodplain complete Parts I and II of the form, including initialing, signing and dating the application.
- (b) If any portion, or all, of the property shows to be located within the 1% Chance of Flood (100-year floodplain) Parts I, II, and III must be completed, initialed, signed and dated.

Once the location of the structure is confirmed, and the structure to be constructed will be located within the 1% Chance for Flood, the following are required:

- **RESIDENTIAL** structures: the lowest floor (including basement) must be elevated to a minimum of three (3) feet above the Base Flood Elevation (BFE - 1% Chance flood elevation). If there is no BFE determined, then the property owner must, at his/her expense, retain a licensed Professional Engineer to establish the BFE and submit a preliminary Elevation Certificate with the application.

- **NON-RESIDENTIAL** structures: the lowest floor must be elevated to three (3) feet above the Base Flood Elevation.
- **ALL STRUCTURES:** the foundation and the materials used must be constructed to withstand the pressures, velocities, impact, and uplift forces associated with the 1% Chance flood.
- All **UTILITY** supply lines, outlets switches, and equipment must be installed three (3) feet above BFE so as to minimize damage from potential flooding. Water and sewer connections must have automatic back-flow devices installed.

CERTIFICATION FROM A LICENSED ENGINEER that the floor elevation and/or flood-proofing as required by Fayette County's Flood Damage Prevention Regulations have been met and must be submitted with the application. Failure to provide the required documentation and certification will result in the permit being returned to the property owner without review.

I understand the above provisions for development in the unincorporated areas of Fayette County and also understand that I must seek from the Fayette County Floodplain Administrator either an approved Class A Permit for development in the unincorporated areas of Fayette County that lie outside the identified floodplains, or a Class B Permit for any development in the unincorporated areas of Fayette County that lie within the identified and regulated floodplains. Failure to comply with the Fayette County Flood Damage Prevention Regulations is a Class B misdemeanor.

Signature of Applicant

Date

APPLICATION FEES

(Cash, or check made payable to Fayette County)

- (a) **Development in a Floodplain - \$100:** any portion of the proposed area of development located within the 1% Chance for Flood (formerly the 100-year Floodplain); or
- (b) **Development outside a floodplain - \$20** for the entire proposed area of development located outside the 1% Chance for Flood (formerly the 100-year Floodplain).

If paying by check, please include with application. The mailing address is:

Fayette County Office of Floodplain Administration
151 N Washington, Rm 307
La Grange TX 78945

FAYETTE COUNTY
FLOODPLAIN ADMINISTRATION
151 North Washington, Room 307
La Grange Texas 78945
(979) 968-1807
kelly.blackwell@co.fayette.tx.us

Date Received: _____ By: _____
☐ **Class A Permit (no floodplain) Approved** – Zone X By: _____
Permit # _____ - _____ - _____
☐ Permit mailed for posting Date: _____

☐ **Class B Permit (floodplain present)** – Zone A, Approximate A, AE
Permit # _____ - _____ - _____ By: _____
☐ Conditional Approval ☐ Final Approval
☐ Returned without review ☐ Rejected – not approved
☐ Permit mailed for posting Date: _____

APPLICATION FOR PROPOSED DEVELOPMENT
Located within the Unincorporated Areas of Fayette County

THIS APPLICATION MUST BE COMPLETELY FILLED OUT

Any portion of this application left BLANK will result in the application being returned without review.

Part I:

- 1) Applicant Full Name: _____
- 2) Contact Full Name: _____ Phone: _____
- 3) Mailing Address: _____
Number / Street or P O Box City Zip Code
- 4) Email: _____ Cell: _____
- 5) Location of Property: _____
Street Address City Zip Code

PID #

Property Identification Number

Residential: _____

Non-Residential: _____

Is site to be located in one of the identified Special Flood Hazard Area of Fayette County (Zone A, Approximate Zone A, Zone AE) ? ☐ Yes ☐ No ☐ I don't know. If no complete sections I and II. If yes, complete Parts I, II, III. If unknown, contact the County Judge's Office at (979) 968-6469.

Applicant Requests To:

- ☐ Construct ☐ Add-on Existing Structure ☐ Remodel ☐ Elevate ☐ Demolish ☐ Excavate
☐ Place Manufactured Housing ☐ Burial, Pipeline or Cable ☐ Drill ☐ Mine ☐ Excavate for Pond
☐ Add Fill Storage ☐ Other _____

Part II: Please read, initial and sign to acknowledge statements.

The flood hazard boundary maps and other flood data used by the Fayette County Floodplain Administrator in evaluating flood hazards to proposed building and/or developments are considered reasonable and accurate for regulatory purposes and are based on the best scientific and engineering data. On rare occasion greater floods can, and will, occur; flood heights may be increased by man-made or natural causes. I acknowledge that I have read and understand the Warning Statement. _____ **Applicant Initials**

The property owner, and agents of the property owner, are required to allow the Floodplain Administrator, or the Administrator's representatives, to inspect the work pursuant to a permit including as many scheduled and unscheduled inspections (during regular business hours) necessary to enforce the Fayette County Flood Damage Prevention Regulations. _____ **Applicant Initials**

Applicant Signature

Date

Part III: Property with floodplain present *if there is any floodplain present within the area of proposed development the following information is required for completion and review of the application. If any part of the submitted application is incomplete, it will be returned to the property owner without review.*

Applicant **MUST** attach one or all of following supportive documents to Permit Application, **if any portion of the area of proposed development** is located within 1% Chance for Flood (formerly the one-hundred-year floodplain), and requested by the Fayette County Floodplain Administrator, or his/her agent:

- ☐ One copy of Plans / Specifications of proposed development; and/or
- ☐ Latitude and Longitude of development shown on land survey completed by licensed Land Surveyor; and/or
- ☐ Elevation Certificate completed/signed/stamped by licensed Professional Engineer.

Plans, specifications, and application filed by the applicant shall constitute by reference as part of this permit.

FIRM Effective Date: October 11, 2006 **Flood Zone Type:** ☐ AE ☐ A ☐ Approximate Zone A ☐ X ☐ Other

Engineer: _____ **Contact Phone:** _____

Contractor: _____ **Contact Phone:** _____

BFE: _____ **Natural Elevation of Site:** _____ **Proposed Built Pad Elevation:** _____

For completion by Fayette County Floodplain Administrator

☐ Amount Received: _____ Check Number: _____ Received By: _____ Date: _____

Is the property located in an identified Special Flood Hazard Area: ☐ NO ☐ YES: ZONE: _____

COMMUNITY # _____ PANEL #: _____ FIRM DATE: October 11, 2006

Is additional information required? ☐ YES ☐ NO

Any additional Federal, State or Local Permits required? ☐ YES ☐ NO

Listing of additional information needed: _____

Are Permits attached to Permit Application? ☐ YES ☐ NO

Listing of Attachments: _____

Are other County regulations applicable: ☐ YES Septic/Wastewater ☐ NO

No floodplain present within property boundaries: ☐ YES ☐ NO

CLASS A PERMIT Issued: PERMIT #: _____ - _____ - _____ DATE: _____

Floodplain present within property boundaries (part of all of property): ☐ YES ☐ NO

CLASS B - CONDITIONAL PERMIT Approved: ☐ YES ☐ NO PERMIT #: _____ - _____ - _____

DATE: _____ BY: _____ Conditions: _____

CLASS B - UNCONDITIONAL PERMIT Approved: ☐ YES ☐ NO DATE: _____ BY: _____

☐ **CLASS B PERMIT** Application Rejected: REASON: _____

DATE: _____ BY: _____

☐ Map Attached? ☐ YES ☐ NO

Completed No-rise Certificate attached? ☐ YES ☐ NO