



Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Permit No. \_\_\_\_\_

## ***Flood Hazard Overlay District Application***

Application is hereby made for a Development Permit as required by the Flood Hazard Overlay District, Chapter 1177 of the Village of Granville Codified Ordinances for development in an identified flood hazard area. All activities shall be completed in accordance with the requirements of said Chapter 1177. The development to be performed is described below and in attachments hereto. The applicant understands and agrees that:

- The requirements of this application are in addition to the requirements of the Zoning Permit application;
- This permit is issued on the conditions and facts described;
- This permit may be repealed if conditions or facts change;
- This permit is void if the activity has not begun within one (1) year of the issuance date;
- This permit will remain valid for one (1) year from date of issuance.

1) Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

2) Name of Applicant's Agent \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

3) Address/Location of Property \_\_\_\_\_

4) Check Type of Property Use: \_\_\_ Residential \_\_\_ Commercial \_\_\_ Institutional \_\_\_ Other

5) Zoning District \_\_\_\_\_

6) Proposed Use \_\_\_\_\_

7) Is this a change of use? \_\_\_\_\_ Yes; \_\_\_\_\_ No

8) Kind of Development Proposed:

\_\_\_\_\_ New Building                      \_\_\_\_\_ Existing Structure

\_\_\_\_\_ Filling/Grading                      \_\_\_\_\_ Residential

\_\_\_\_\_ Non-Residential                      \_\_\_\_\_ Addition

\_\_\_\_\_ Accessory                      \_\_\_\_\_ Mining/Dredging

\_\_\_\_\_ Materials Storage                      \_\_\_\_\_ Manufactured Home Installation

\_\_\_\_\_ Other                      \_\_\_\_\_ Water Course Alteration

9) Brief description of project: \_\_\_\_\_

10) Applicant must attach ALL of the following:

A. Plan and/or drawing to scale that includes:

1. Nature, location, dimensions, and elevations of the area in question;

2. Existing or proposed structure location;

3. Fill, storage of materials, drainage facilities, and the location of the foregoing;

B. Elevation in relation to mean sea level of the lowest floor, including basement, of all proposed structures;

- C. Elevation in relation to mean sea level to which any proposed structure will be floodproofed;
- D. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 1177.05(e); and
- E. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

11) Contractor for proposed project:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_

12) Estimated Cost of Project \$ \_\_\_\_\_

13) Does the proposed development involve a subdivision or other development containing at least fifty (50) lots or five (5) acres (whichever is less)?

\_\_\_\_\_ Yes; \_\_\_\_\_ No

Note: If yes, base flood elevation data is required from applicant if it has not been provided by FEMA.

**I certify that I have read and understand the above information and that I have answered the questions completely and truthfully to the best of my knowledge**

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

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**(To be completed by the Village Planner)**

Conditions for FHOD Approval:

Applicant shall comply with Village of Granville Ordinances and Regulations.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Required signatures for FHOD Approval:**

\_\_\_\_\_  
 Village Planner

\_\_\_\_\_  
 Date Approved

\_\_\_\_\_  
 Village Manager

\_\_\_\_\_  
 Date Approved

Applicable Fees:

Permit Fee: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

**TOTAL FEE:** \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

# FHOD Administrative Checklist

Permit Number \_\_\_\_\_

## A. Non-structural Activities

\*Note: For nonstructural applications, aerial photos and topographic maps of the site are required.

1) Kind of activity proposed: (Check appropriate boxes)

- Filling
- Excavation
- Landscaping
- Lake/Pond Development
- Driveway
- Maintenance
- Rip-Rap
- Agricultural Levee
- Bridge Replacement
- Other (specify) \_\_\_\_\_

2) How long is the activity projected to take? \_\_\_\_\_  
(Please estimate each activity's time frame)

The Licking County Soil and Water Conservation District should be contacted for assistance with erosion control and stream maintenance activities (740-349-6920). Depending on the nature of the project, a permit from the Army Corps of Engineers may be necessary, particularly for in-channel activities (304-529-5211).

3) Have you contacted the Army Corps of Engineers?

- Yes
- No

4) Have you contacted the Soil and Water Conservation District or the Natural Resource Conservation Service?

- Yes
- No

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## B. Structural Activities

1) Type of development proposed: (Check appropriate box)

- New Building
- Manufactured Home
- Alteration
- Repair
- Mining
- Dredging
- Stream maintenance
- Other (specify) \_\_\_\_\_

2) Location of development site (include address)

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3) Type of construction: (Check all that apply)

- New Residential
- New nonresidential
- Accessory structure
- Addition/Improvement to existing structure
- Filling
- Lake/Pond Development
- Driveway/Landscaping
- Repair existing structure
- Other (specify) \_\_\_\_\_

4) If the proposed construction is an alteration, addition, repair or improvement to an existing structure, please indicate the cost of the proposed construction \$ \_\_\_\_\_. What is the estimate market value of the existing structure? \$ \_\_\_\_\_.

5) Structure(s) will be protected from flooding by:

- Adding filling to construction site
- Piers, pilings, posts (circle)
- Floodproofing (residential/nonresidential)
- Tie downs (mobile homes)
- Other (specify) \_\_\_\_\_

**Structures place on a crawl space foundation or slab on grade must meet the requirement listed on the attachment to this permit**

If floodproofing the structure, what floodproofing techniques will be used?

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**Note: applicant and/or the agent (engineer, contractor, architect, etc.) shall submit 3 sets of construction plans with the application.**

Additional comments concerning the type of construction:

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*I certify that all information I have provided is correct and realize that if the information is found to be false, the request for permit is void.*

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Builder/Contractor

\_\_\_\_\_  
Date



- 7) Application filing fee paid: \_\_\_\_\_ Date: \_\_\_\_\_
- 8) Application for request of a permit to develop in an identified flood hazard area for the above described development is:
- Approved
  - Denied

Stipulations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Floodplain Administrator Date

**\*Note: Approval of request for a permit is void after one year from date of issue.**

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**IMPORTANT:** For structural activities, a Certificate of Elevation must be completed on finished floor construction **before** occupancy is granted. This requirement is to ensure the structure has been built to the standards approved in this permit request. A floodplain permit will not be issued until the Certificate of Elevation is on file with the Floodplain Administrator at the Village of Granville.

**APPROVAL**

- 10) Copies of approved application mailed to:
- Applicant/Owner
  - Builder/Contractor
  - Building Codes Department
  - Health Department
  - Licking County Planning Commission
- 11) If structural, the Certificate of Elevation was received: Date: \_\_\_\_\_

**DENIAL**

- 12) If application is denied, explanation for denial: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 13) If the application is denied, the applicant may request a variance from the Flood Hazard Overlay District for Granville, Ohio.  
 Does the applicant wish to request a variance from the Board of Zoning & Building Appeals for Granville?
- Yes
  - No

Variance application received by applicant.

\_\_\_\_\_  
 Signature of Applicant/Owner Date

## Standard Floodplain Permitting Procedure

- 1) Applicant must submit duplicate site plans made to scale showing the location, nature, floodplain, boundaries, lot dimensions, existing or proposed structures, location of new benchmark, and the elevations of those structures.

These plans must include:

- a. The elevation in reference to Mean Sea Level of the bottom of the lowest proposed horizontal structural member supporting the floor of a conventional built home, transverse beam supporting a manufactured home placed on a permanent foundation, or top of concrete slab on grade.
  - b. The elevation in reference to Mean Sea Level to which any non-residential structure will be flood proofed.
  - c. If an applicant chooses to flood proof a non-residential structure they shall submit a completed floodproofing certificate from an Architect or Professional Engineer to the Village of Granville with the completed floodplain permit application.
  - d. A permanent benchmark shall be placed on-site in reference to Mean Sea Level and same datum as used on the FIRM by a Licensed Surveyor or Engineer following the survey of the individual parcel prior to permit approval.
- 2) The Local Floodplain Administrator shall approve the elevation of the slab on grade or the bottom of the lowest horizontal structural member and enclosure openings by signing the Elevation Verification Form that will be attached to the actual building permit located on-site or sent to building codes before construction can proceed.
  - 3) The applicant or owner shall have a Licensed Engineer, Surveyor, or Architect complete an Elevation Certificate for structures built in areas with Base Flood Elevations and submit to the Village of Granville prior to receiving final inspection approval by the Licking County Building Code Department and receiving an occupancy permit.
  - 4) In Zone A areas or other areas without Base Flood Elevations, an owner or owners representative may complete the proper sections of the Elevation Certificate and submit to the Village of Granville prior to receiving final inspection approval.
  - 5) The Elevation Certificate Verification form will be signed by the Local Floodplain Administrator upon receipt of the completed Elevation Certificate and given to the applicant or owner along with the Building Codes. The form shall then be attached to the Building Permit located on-site or sent to the Licking County Building Code Department for review.