

**BRISTOL FLOOD & EROSION COMMISSION
FLOOD PLAIN APPLICATION
PERMIT FOR FLOOD PLAIN DEVELOPMENT**

APPLICATION NO. _____

DATE FILED: _____

APPROVED: _____

DENIED: _____

1. APPLICANT:

Name: _____ Signature: _____

Address: _____ City: _____ State: ____ Zip _____

Telephone No.: _____ [] home [] work

2. PROPERTY OWNER(S):

Name: _____ Signature: _____

Address: _____ City: _____ State: ____ Zip _____

Telephone No.: _____ [] home [] work

3. DESCRIBE THE SUBJECT PROPERTY:

Address or Location: _____

Assessor's Map No.: _____ Assessor's Lot No.(s): _____

Street of Access: _____

Name of Watercourse or Water Body: _____

FIRM Panel Number: _____ Total Area of Lot(s): _____

4. PROJECT DESCRIPTION:

Flood Plain use for which the applicant is seeking a permit. (check one)

[] a. Permitted Use [] b. Regulated Use [] c. Special Exception

Describe the proposed activity and its purpose: _____

Proposed encroachment of Flood fringe area (S.F. or acres): _____

Proposed encroachment of Regulated Floodway (S.F. or acres): _____

Proposed alteration of Watercourse (L.F., S.F. or acres): _____

Flood proofing techniques proposed: _____

Disturbance of designated wetland area: [] No [] Yes: Permit Number: _____

Date applied for: _____ Disposition: _____

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5. TECHNICAL & PLANNING DATA:

Project Specifics: Provide the following information from official sources or submitted documentation.
All elevations are to be relative to mean sea level.

Existing base flood flow rate: _____ Source: _____

Existing base flood elevation: _____ Source: _____

Lowest floor elevation of existing buildings including garage or basements: _____

Lowest floor elevation of proposed building including garage or basements: _____

Will there be dry access to the structure(s) during the 100 year flood? _____

Floodplain Alterations Proposed:

Volume of displaced Flood Plain: _____

Volume of mitigated Flood Plain: _____

Floodway Alterations Proposed:

Length of reconstructed or altered floodway: _____

Proposed base flood flow rate: _____

Proposed base flood elevation: _____

6. AUTHORIZATIONS AND CERTIFICATIONS:

- a. I/we hereby authorize the commissioners and agents of the Bristol Flood and Erosion Agency to inspect the subject property at reasonable times, both before and after a final decision has been made regarding this application or request.
- b. I/we hereby certify that I/we am/are familiar with the information included in this application and am/are aware that the law provides that any person who commits, takes part in, or assists in any violation of any provision of the Connecticut General Statutes, including regulations adopted by the Commissioner of Environmental Protection and ordinances and regulations of the City of Bristol through its Flood and Erosion Agency and Inland Wetlands Agency, shall be assessed a civil penalty of not more than one thousand dollars for each offense. I/we further certify that I/we am/are aware that it is a violation of law to obtain a flood plain permit or ruling through deception or through inaccurate or misleading information.
- c. I/we hereby certify that this application shall be considered complete only when all information and documents required by the Administrator have been submitted.

7. SUBMISSION REQUIREMENTS:

The following shall be included as part of this application:

- filing fee – make checks payable to "City of Bristol,"
\$5.00 Permitted Use, \$50.00 for Regulated Use, and \$100.00 for Special Exception
- ten copies of a Site Plan showing existing and proposed conditions in relation to the flood plain, floodway, watercourses, and/or wetlands prepared in accordance with the Regulations,
- any other information as may be required by the Agency

Site Plans Detail Plans Construction Specifications

Drainage Computations Flood Proofing Details Flood Proofing Certification

INSTRUCTION SHEET FOR THE FLOOD PLAIN PERMIT APPLICATION FOR FLOOD PLAIN DEVELOPMENT

The City Staff is available to assist the applicant in completing the application. The following is a breakdown of how the application should be prepared.

1. **APPLICANT:** Indicate the name, address and telephone number of the person, partnership, corporation or other legal entity in whose name the permit will be issued, if approved. The application must be signed by the applicant or the applicant's authorized representative.
2. **PROPERTY OWNER:** Indicate the name, address and telephone number of the person, partnership, corporation or other legal entity which owns the subject property. If there is more than one property owner, provide this information for each additional owner on a separate sheet. The application must be signed by all of the property owners or their authorized representatives. If the property owner is the same as the applicant, indicate "same as applicant".
3. **DESCRIPTION OF PROPERTY:** Describe the subject property in sufficient detail to allow the Flood and Erosion Commission to identify: (a) the flood plain, water bodies and watercourses on the property; (b) the areas of flood plain, floodway, water bodies or watercourses to be disturbed; and (c) the total area of the lot and areas disturbed. If you are submitting a report which provides this information, indicate "see attached report" and submit the report with your application.

Example: "Property consists of 2.3 acres adjacent to Coppermine Brook. The rear (northwestern portion) contains approximately .5 acres of flood plain along the brook varying from 1 to 5 feet in depth. Approximately .1 acres of actual flood plain may be disturbed for a road crossing."

4. DESCRIPTION/PURPOSE OF PROPOSED ACTIVITY:

Flood Plain permits are issued in three categories according to the level of disturbance.

- a. **Permitted Use:** Open space uses shall be permitted in the flood fringe area, excluding the floodway, provided that they do not require structures, earth fill, storage of materials or equipment, or the use of utilities such as gas, electric, water or sewer. Examples: agricultural uses, parking of three or fewer vehicles, recreational uses, lawns, gardens.
- b. **Regulated Use:** New development or substantial improvement shall be permitted within areas of special flood hazard, excluding the regulated floodway, if they comply with appendix D section 5 of the Flood Ordinance.
- c. **Special Exception:** New development or substantial improvement may be permitted as a special exception in the regulated floodway and shall conform to the provisions of the ordinance.

Indicate the nature of and reason for the proposed activity, e.g., "filling of a flood plain to construct a single-family house" or "installation of a culvert in a watercourse for a subdivision road crossing." Additional information may be required to determine the extent and limits of the disturbance. This information can be obtained from the plans to be filed with the application.

Often a wetlands permit is required for disturbance of a City designated wetlands area when working in a flood hazard area.

5. **TECHNICAL & PLANNING DATA:** The information requested is to assist the staff and Commission in making a decision on your permit. The information can be obtained with staff assistance or by the engineering firm preparing your plan. Floor elevations are required to be on the plan.
6. **AUTHORIZATIONS AND CERTIFICATIONS:** Please read the authorizations and certifications carefully, as they affect your rights and impose certain obligations upon you. If you do not understand any of them, do not sign the application until they have been explained to you.
7. **SUBMISSION REQUIREMENTS:** The Agency's application fee schedule is indicated on the application form:

Additional information may be required for the application as determined by the staff if necessary in order to determine the limits and extents of construction. Plans will require proposed and existing contours and structures, all lowest floor levels, flood plain and floodway limits as defined by FIRM mapping, and other information as necessary to make a determination.
8. **DECISIONS:** The review process will begin when the application form is complete and all documentation submitted. The completed application and documentation will then be submitted to the City Environmental Engineer staff for review and processing. Decisions by the Environmental Engineer will take one of the following forms: (1) Permitted use: approved or denied, (2) Regulated Use: approved, denied or referred to the Flood and Erosion Commission, or (3) Special Exceptions: referred to the Flood and Erosion Commission. The Commission meets with the Inland Wetlands Commission, with the same requirements.

IS YOUR PROPOSAL A SIGNIFICANT ACTIVITY?

If you are applying for a wetlands permit, the Agency will first determine whether or not your proposal constitutes a "significant activity." This is important because significant activities require a public hearing and the submission of more supporting documentation than does an activity determined to be non-significant. Be sure to attach all information necessary to allow the Agency to determine if your proposal will be treated as a significant or a non-significant activity.

To assist the Agency in making this determination, you should be prepared at the first meeting at which your application is received to answer the following questions and to explain the facts upon which your answers are based:

- a. Will the proposed activity involve the deposit or removal of material in or near a regulated area?
- b. Will the proposed activity change the natural channel or inhibit the natural dynamics of a watercourse system?
- c. Will the proposed activity cause any decrease in the natural capacity of a wetlands or watercourse to: support desirable fisheries, wildlife, or other biological life; prevent flooding; supply water; assimilate waste; facilitate drainage; or provide recreation or open space?
- d. Will the proposed activity cause turbidity, siltation or sedimentation in a wetlands or watercourse?
- e. Will the proposed activity diminish the flow of a natural watercourse or the groundwater levels of the regulated area?
- f. Will the proposed activity cause or have the potential of causing pollution of groundwater, a wetlands or watercourse?
- g. Will the proposed activity create conditions that may adversely affect the health, welfare and safety of any individual or the community?
- h. Will the proposed activity destroy a wetlands or watercourse?
- i. Will the proposed activity have a major effect or substantial impact on the area for which this application has been filed or on another part of a wetlands or watercourse?

IF YOUR PROPOSAL IS DETERMINED TO BE A SIGNIFICANT ACTIVITY

If your proposal is determined to be a significant activity, you will be required to submit (a) the additional information listed in Section 7.4 of the Regulations, and (b) a description of the alternatives which you considered to your proposed activity. (Under the Regulations, the Agency will not issue a wetlands permit unless it finds that a feasible and prudent alternative to the proposed activity does not exist.)

ACTIVITIES REQUIRING THE APPROVAL OF OTHER AGENCIES

For certain proposed activities, the Agency's jurisdiction is coincident with that of other agencies. If your proposal involves one or more of the following, you must obtain the approval of the appropriate Federal or State agency:

- a. construction or modification of a dam,
- b. construction or placement of an obstruction within a stream channel encroachment line,
- c. diversion of water in excess of 50,000 gallons of water per day or any other diversion where the tributary watershed area above the point of diversion is 100 acres or more,
- d. discharge into the waters of the state under Sections 22a-365 et seq. of the Connecticut General Statutes, or,
- e. discharge of fill or dredged materials into wetlands as defined under Federal law (Army Corps of Engineers)