



Flood Plain Permit

A permit is required prior to the construction, within the City of Carlton, unless otherwise exempt by Carlton Development Code (CDC) Section 17.56.040.

Review Procedures

A flood plain permit is processed as a Type I land use action in accordance with the procedures found in CDC Section 17.188.010. The City Planner reviews the request and makes a recommendation on whether or not to approve the flood plain permit to the City Manager. The City Manager shall issue a permit for a sign unless the sign does not comply with the provisions of the Carlton Development Code. If staff finds that the facts of the particular application require interpretation, then a public hearing before the Planning Commission shall be scheduled and notice given in accordance with the procedures for Type II actions. The City Manager may revoke a flood plain permit if he or she finds that there was a material and misleading false statement of fact in the application for the permit.

Review Criteria

Submission documentation includes: plans drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:

- 1.Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
- 2.Elevation in relation to mean sea level of floodproofing in any structure;
- 3.Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Subsection 17.56.060 B.; and
- 4.Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

17.56.050 - General standards.

In all areas of special flood hazards, the following standards are required:

A. Anchoring. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

B. Construction Materials and Methods.

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage;

2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage;

3. Electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

C. Utilities.

1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;

2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into floodwaters; and

3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

D. Subdivision Proposals.

1. All subdivision proposals shall be consistent with the need to minimize flood damage;

2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and

4. Base flood elevation data shall be provided for subdivision and planned unit development proposals.

E. Review of Building Permits. Where elevation data is not available, applications for building permits shall be reviewed to assure that proposed construction will be

reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available. (Ord. 619, 2003)

17.56.060 - Specific standards.

In all areas of special flood hazards where base flood elevation data has been provided the following provisions are required:

A. Residential Construction.

1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated a minimum of one (1) foot above the base flood elevation.

2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

a. A minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided.

b. The bottom of all openings shall be no higher than one (1) foot above grade.

c. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

B. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor including basement, elevated to the level of the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

1. Be floodproofed so that below the base flood level the structure walls shall be substantially impermeable to the passage of water;

2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;

3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this chapter based on their development and/or review of the structural design, specifications and plans. Such certification shall be provided to the official as set forth in Subsection 17.56.045B.

4. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in Subsection A.2.

5. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one (1) foot below the floodproofed level (e.g. a building floodproofed to the base flood level will be rated as one (1) foot below the base flood level).

C. Manufactured Homes.

1. All manufactured homes to be placed or substantially improved on sites:

a. Outside of a manufactured home park or subdivision;

b. In a new manufactured home park or subdivision;

c. In an expansion to an existing manufactured home park or subdivision; or d. In an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as the result of a flood;

shall be elevated on a permanent foundation such that the finished floor of the manufactured home is elevated a minimum of eighteen (18) inches (forty-six (46) cm) above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.

2. Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision that are not subject to the provisions of subsection 1. above, be elevated so that either:

a. The finished floor of the manufactured home is eighteen (18) inches (forty-six (46) cm) above the base flood elevation, or

b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

D. Recreational Vehicles. Recreational vehicles placed on sites are required to either:

1. Be on the site for fewer than one hundred eighty (180) consecutive days;

2. Be fully licensed and ready for highway use, on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or

3. Meet the requirements of Subsection C. above and the elevation and anchoring requirements for manufactured homes.

E. Floodways. Located within areas of special flood hazard are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris, potential projectiles and erosion potential, the following provisions apply:

1. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer

or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge;

2. If Subsection E.1. of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this section and Section 17.56.050;
3. Prohibit the placement of any manufactured housing, except in an existing mobile home park or existing mobile home subdivision.

(Ord. 619, 2003; Ord. No. 685, § 1(Exh. A), 2-8-2010)

17.56.070 - Other considerations.

A. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section 17.56.020, the local administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer this chapter.

B. Alteration of Watercourses.

1. Adjacent affected communities, the State Department of Land Conservation and Development and other appropriate state and federal agencies shall be notified prior to any alteration or relocation of a watercourse, and evidence of such notification shall be submitted to the Federal Insurance Administration.
2. Maintenance shall be required within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.

C. Interpretation of FIRM Boundaries. Interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation. Such appeals shall be granted consistent with the standards of Section 60.6 of the Rules and Regulations of the National Flood Insurance Program (44 CFR).

(Ord. 619, 2003; Ord. No. 685, § 1(Exh. A), 2-8-2010)

*The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Flood Plain Permit Application

City of Carlton

Docket No.: _____
Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____

Phone _____ Email _____

Title Holder: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation: _____
Current Zoning: _____

_____ **A scale drawing 8½ x 11 inches or multiples thereof in size**, showing the nature, location, dimensions and elevations of the area in question.

_____ **One (1) paper copy and one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

_____ The names and addresses of all property owners within 100 feet of the site boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR, phone: (503) 434-7521.

1. The following general information shall be shown on the preliminary plan/request:
 - a. Vicinity map extending 800 feet in each direction showing all streets, property lines, streams, and other pertinent data to locate the proposal.
 - b. North arrow, scale of drawing and date of preparation.

- c. Tax map and tax lot number or tax account of the subject property.
 - d. Dimensions and size in square feet or acres of the subject property.
 - e. The names and addresses of the property owner, engineer, surveyor, or other individual responsible for the flood plain permit.
2. Existing Conditions:
- a. Location of all existing easements within the property.
 - b. Location of City utilities (water, sanitary sewer, storm drainage) within or adjacent to the property proposed for use to serve the development.
 - c. The location and direction of watercourses or drainage swales. The location and disposition of any wells, wetlands identified on the State Wetland Inventory, septic tanks and drain fields in the partition.
 - d. Existing uses of the property, including location of existing structures on the property. It should be noted whether the existing structures are to be removed or to remain on the property.
3. The preliminary plan shall clearly show to scale the following:
- a. Locations, approximate dimensions and area in square feet of all proposed parcels. All parcels shall be numbered consecutively.
 - b. Location, width and purpose of any proposed easements.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

FOR OFFICE USE ONLY:

This permit request is: _____ APPROVED or _____ DENIED _____ Refer to Planning Commission

Conditions, if any:

Signed City Manager or City Planner: _____
Date

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date