

**Iowa Department of Natural Resources
Floodplain Permits Section**

**Special Application
Packet for the Repair
of Flood Damaged
Buildings**

RFD 08

Permit Requirements for Repairing Flood Damaged Structures

If your home, business or other building has been *substantially* damaged by floodwaters, you will be required to obtain a flood plain development permit from the Iowa Department of Natural Resources to repair the structure. This packet has been prepared to provide you with all the material required for you to apply for a flood plain permit from the DNR. It contains an application form, guidelines for acceptable elevation methods for elevating buildings, a checklist of information that must be submitted for our consideration and a priority review statement.

A *substantially* damaged structure is defined as one for which the cost to repair the structure to its pre-damage condition exceeds 50% of the structure's pre-damage market value. Buildings that have been *substantially* damaged must meet flood protection requirements which, in most cases, means that the lowest floor (including basement) of the building must be raised to a level at least one foot above the 100-year flood level. Attached is a summary of Acceptable Elevation Methods for structures and specific criteria that must be followed. The minimum protection level (100-year flood elevation plus one foot) will be determined as a part of our review.

Approval for repair of flood damaged structures will be a priority for this department. To initiate our consideration, submit a completed copy of the enclosed application and the information listed on the Project Information Checklist. Please make sure that the submitted information is complete and accurate. Attach the **Priority Review** statement to the front of your application packet for an expedited review of your project. Send the application packet to: **Iowa Department of Natural Resources, Attn: Annie Hartman, Water Resources Section, Wallace State Office Building, 502 E. 9th Street, Des Moines, IA 50319-0034.**

Please note that if your *substantially* damaged building was covered by a flood insurance policy from the National Flood Insurance Program (NFIP) at the time of the damage, you are eligible for up to \$30,000 in coverage that can be applied to the increased costs associated with complying with the elevation and flood proofing requirements of your local community's flood plain management regulations and the DNR. You should contact your insurance agent and ask about filing of a claim under the NFIP's Increased Cost of Compliance (ICC) coverage.

A permit from your local government for flood damage repair will be required in most circumstances. If you have not already done so you should contact your local building or zoning official regarding their permit requirements.

Any questions regarding the DNR's flood plain permit procedures should be addressed to Kelly Stone at 515/281-4312.

JOINT APPLICATION FORM

ITEMS 1 AND 2 FOR AGENCY USE

1. Application Number	2. Date Received
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3. and 4. (SEE SPECIAL INSTRUCTIONS) NAME, MAILING ADDRESS AND TELEPHONE NUMBERS

3a. Applicant	3b. Applicant	3c. Applicant
Business () -	Business () -	Business () -
Home () -	Home () -	Home () -
4a. Authorized Agent (if any)	4b. Authorized Agent (if any)	4c. Authorized Agent (if any)
Phone () -	Phone () -	Phone () -

5. PROJECT DESCRIPTION AND REMARKS:

6. IMMEDIATE AND ADJOINING PROPERTY OWNERS:

7. PROJECT LOCATION

STREET, ROAD OR OTHER DESCRIPTIVE LOCATION	Legal Description:	Quarter	Section	Township	Range
IN OR NEAR CITY OR TOWN (NAME)	UTM (Universal Transverse Mecator): If Available	Zone	North	East	
COUNTY	STATE	ZIP CODE	Waterway		River Mile

8. Date activity is proposed to commence _____ Date Activity is expected to be completed _____.

9. Is any portion of the activity for which authorization is sought now complete? []Yes []No If answer is "Yes" give reasons in the Project Description and Remarks Section. Month and Year activity was completed _____. Indicate the existing work on the drawings.

10. List all approvals or certification and denials received from other federal, interstate, state or local agencies for structures, construction, discharges or other activities described in this application.

<u>ISSUING AGENCY</u>	<u>TYPE APPROVAL</u>	<u>ID #</u>	<u>DATE OF APPLICATION</u>	<u>DATE OF APPROVAL</u>	<u>DATE OF DENIAL</u>
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11. CONSENT TO ENTER PROPERTY LISTED IN PART 7 ABOVE IS HEREBY GRANTED. YES [] NO []

12. APPLICATION VERIFICATION (SEE SPECIAL INSTRUCTIONS)
Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and that to the best of my knowledge and belief, such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

_____	_____
Signature of Applicant or Authorized Agent	Date
_____	_____
Signature of Applicant or Authorized Agent	Date
_____	_____
Signature of Applicant or Authorized Agent	Date

Acceptable Elevation Methods

The lowest floor (including basement) of houses and most other buildings are required to be constructed to a minimum protection level (MPL) of the 100-year flood elevation plus one foot. There are numerous methods of meeting the MPL requirement. Slab-on-grade type construction with the house built on compacted earth fill is one method. Another method involves elevating the structure on stilts, piers, piling, extended footing, etc. The area below a building that is elevated on stilts should remain open and subject to flooding.

Fully enclosed areas below the lowest floor (e.g., crawl spaces, walk out basements, etc.) that are subject to flooding can be allowed provided they are designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. The design for the enclosed area below lowest floor must meet the following criteria.

- A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- The bottom of all openings shall be no higher than one foot above grade.
- Openings may be equipped with screens, louvers, valves, or other coverings or devices provided they permit the automatic entry and exit of floodwaters. If the area below the house is to be enclosed with trailer skirting, lattice or other perforated or open-work material, an equivalent area of opening meeting the criteria noted above must be provided. Windows and doors are not acceptable openings because they need to be manually operated.
- The floor of the enclosed area cannot be subgrade (either natural or placed fill) on all sides.
- The enclosed area is unfinished (not carpeted, drywalled, etc.) and shall be restricted to non-habitable, low damage potential uses such as the storage of vehicles, boats, readily transportable items (materials), and goods not subject to damage from flood waters.
- Machinery and service facilities (e.g., hot water heater, furnace, air conditioner, non-submersible water pump, electrical service, etc.) are prohibited from this area unless they are elevated to or above the MPL.

This department does not undertake a review of the structural aspects of the stilts, piers, piling or other extended footing plans. The applicant should have the structural stability of such a plan reviewed by a structural engineer or other qualified individual.

Permits that are issued will include a special condition requiring the permittee to submit to this department a post-construction certification that the MPL requirement and the lower enclosed area (if applicable) criteria have been met. The permit may also include other project specific conditions or requirements.

Project Information Checklist Repair of Houses or Other Buildings

In order for a review of your application for a flood plain permit to be completed, it will be necessary for you to submit the items or information listed below.

- Completed and signed Flood Plain Development Permit Application (the "Joint Application Form"), a copy of which is attached.
- A to-scale site plan showing the house/building, river, roads, property lines and other pertinent physical features. A copy of the flood insurance map, if available, would work well as a site plan.
- A basic floor plan of the structure showing the outside dimensions of the structure.
- Details as to how the house/building will be elevated to the minimum protection level (MPL), i.e., fill, stilts, piers, foundation walls, etc. or otherwise flood proofed. A sketch of the front or side of the structure may be useful in illustrating the flood proofing method. Please refer to the attached information sheet for specific requirements concerning enclosed areas below the lowest floor.
- Anchorage or flood proofing detail for an LP tank, if provided.
- Other (describe):

PRIORITY REVIEW

NOTICE TO FLOOD PLAIN PERMITS STAFF

THE ATTACHED FLOODPLAIN DEVELOPMENT APPLICATION IS FOR THE REPAIR OF A FLOOD DAMAGED STRUCTURE.

APPLICATIONS FOR REPAIR OF FLOOD DAMAGED STRUCTURES HAVE BEEN GRANTED AUTOMATIC AUTHORIZATION FOR “OUT-OF-ORDER” PROCESSING BY THE FLOODPLAIN PERMITS SECTION. ALL SUCH APPLICATIONS ARE TO BE GIVEN PRIORITY STATUS.

PROJECT CODE: RFD08

ATTACH TO APPLICATION SUBMITTED FOR PRIORITY REVIEW