



MINIMUM PLAN SUBMITTAL REQUIREMENTS FOR A MANUFACTURED HOME REPLACEMENT FLOOD HAZARD AREA PERMIT

The Public Works Department has the authority to grant flood hazard area permits for the replacement of manufactured homes located within 100-year flood hazard areas. Applicants must submit two copies of a site plan to the Public Works Development Review Department including the following information:

- Tax Parcel Identification Number, Property Address and Owner's name, telephone number and mailing address.
- Show the existing site plan of the parcel, including manufactured home, driveway, septic tank and drain-field and well.
- Location and dimensions of the proposed home, as well as the total square footage.
- FEMA established Base Flood Elevation (BFE) for the flood plain, if applicable.
- Spot elevations or contours of the existing grades in the immediate vicinity of the home replacement area.
- Proposed Finished Floor Elevation (FFE) of the replacement home. Note that the Finished Floor Elevation is required to be at least one foot above the Base Flood Elevation (if applicable) or three feet above the highest natural grade of the property (when an official BFE hasn't been established). All utility or ductwork shall be installed at or above the permitted finished floor elevation.
- Provide notes regarding the type of foundation and anchoring system to be used.
- Location of all other proposed site improvements, including but not limited to driveways, parking areas, fences, sheds, etc.

See Page 2 for Site Plan example.

