



## FLOODPLAIN DEVELOPMENT PERMIT CHECKLIST

This list includes minimum submission requirements for floodplain development permits and development within the FEMA Special Flood Hazard Area (SFHA). This checklist does not exclude additional materials the Department may request to ensure compliance with FEMA Regulations and the Tillamook County Flood Hazard Overlay zone contained in the Tillamook County Land Use Ordinance (TCLUO).

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### Floodplain Development Permit Application Submittal Requirements

1. Completed Floodplain Development Permit application.
2. Site plan:
  - a. North arrow, property line boundaries, existing and proposed structure locations, location of existing and proposed onsite sanitation system(s), location of any creeks or other waterways, locations of existing trees/vegetation (indicate removal, if applicable), location and description of materials to be stored onsite during and/or after development, location and quantity of fill, grade and excavation activities, location of any restoration activities.
3. Grading Plan:
  - a. Illustrate existing and proposed site elevations in plan and profile views, as necessary to describe activities.
  - b. Specify location and quantity of fill and excavation, source of fill materials & onsite disposal location(s).
4. Structural Plans
  - a. Must be the same plans as those submitted for Building Permit submittal.
  - b. Foundation plan/floor plan/elevation(s).
    - i. Depict location of Base Flood Elevation (BFE) and freeboard upon elevation profiles. Include mean sea level in relation to proposed structure(s).
    - ii. Showing location and sizes of all flood openings, if required. Must depict location of flood openings relative to finished grade.
    - iii. Depict location of all utilities, machinery/equipment and tanks to service the structure, including propane tanks, electrical meters, outlets, etc.
  - c. Depiction/information identifying flood resistant materials to be used.
5. For Dry Floodproofing structures:
  - a. Plan profiles that detail the location of floodproofing methods up to freeboard.
  - b. Dry Floodproofing Certificate completed by Oregon Registered Professional Engineer.
    - i. The certificate details explicit plan materials and provisions that must be included with the certificate.

6. For V-Zone (Coastal High Hazard Areas) development:
    - a. Plan profiles that detail the location of lowest horizontal structural member of the lowest floor.
    - b. V-Zone Certification completed by an Oregon Registered Professional Engineer.
      - i. The certificate details explicit plan materials and provisions that must be included.
    - c. Site plan depicting location of mean high tide.
    - d. If breakaway walls are proposed, must include design materials, and depict uses within areas enclosed by breakaway walls.
  7. Elevation Certificate (EC), as applicable.
    - a. Pre-Construction Elevation Certificate signed by an Oregon Registered Professional Surveyor.
    - b. EC must be generated for the proposed plans submitted as part of the development project. An EC that does not match plans provided to this Department will not be accepted.
    - c. Materials as required by the EC, such as engineered flood opening details, must be attached to the EC.
  8. Project valuation of the entire development must be assessed and provided.
  9. Flood Non-Conversion agreement completed for projects which include buildings, or areas of buildings, that identify as storage/parking/building access.
  10. **ESA Compliance:** Tillamook County Code Section 3.510(13)(b) requires the Community Development Director to assure that “all other necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required.” This provision implements the language from FEMA’s regulations at 44 CFR 60.3(a)(2). Please provide documentation that the proposed development does not result in a “take” of ESA-listed species. Documentation that a proposed floodplain development will not result in “take” of ESA-listed species ensures that an IPT is not required for the proposed development and thus satisfies the requirements of 44 CFR 60.3(a)(2).
    - a. The term "take" means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct; may include significant habitat modification or degradation if it kills or injures wildlife by significantly impairing essential behavioral patterns including breeding, feeding, or sheltering. 16 USC §1532(19).
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## **TYPE II Floodplain Development Permit Application Submittal Requirements (Activities in Floodways & Estuaries)**

1. Complete Type II Land Use application.
2. Submit all materials included in items 2 through 10, as listed in above section (as applicable).
3. Findings detailing compliance with Floodplain Development Criteria, contained in TCLUO Section 3.510(14)(b).
4. Development within the Floodway:
  - a. Floodway Encroachment No Rise Certification completed by an Oregon Registered Professional Engineer.
  - b. Certification shall include hydrologic and hydraulic analyses that development shall not result in any increase in flood levels.
  - c. See FEMA Region X Guidance document on submission details for a “No-Rise” certification.
5. Estuary Requirements:
  - a. Confirm Estuary Zoning designation with Department staff.
  - b. Compliance with Estuary Zones and standards contained in TCLUO Section 3.100 through 3.140, as applicable.
  - c. Estuary Development may require Conditional Use review, in accordance with Article VI of the TCLUO.