FLOODPLAIN USE PERMIT APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT
45175 Ten Mile Road
Novi, MI 48375
(248) 347-0415

Office Use Only

Permit Number: _____ **Processed By:** _____

Date Issued: _____ **Type of Permit:** _____

Date: _____ **Residential:** _____

Project Name: _____ **Non-Residential:** _____

Owner's Name: _____

Owner's Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Cell Phone: _____ **Office:** _____

Property Location: _____

Describe the proposed activity in the floodplain and/or floodway. Include the volume of fill if applicable. _____

Flood Insurance Rate Map Information

Community Name: City of Novi, Michigan Oakland County

Panel Number: _____ **Map Revision Date:** _____

Is this project going through the Letter of Map Revision or Letter of Map Amendment process?

_____ **Yes** _____ **No**

_____ _____

Signature of Surveyor or Professional Engineer **Date**

Materials Included with Permit Application (check box if applicable)

- ☐ 3 Sets of Final Engineering Plans or Subdivision Engineering Plans with Utility Sheet
- ☐ Grading Sheet showing Floodplain, Floodway, & Base Flood Elevations
- ☐ Copy of the applicable FIRM front panel and area including relevant benchmarks
- ☐ LOMA or CLOMR applications (if applicable)
- ☐ Building proposed finished grades and lowest finished floors elevations
- ☐ Hydrology & Hydraulic calculations and report if applicable
- ☐ Flood Study
- ☐ Other _____

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Fee	
MDEQ Permit	
Elevation Certificates	

FLOOD PLAIN USE PERMIT
CITY OF NOVI
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PART I. WHEN IS A FLOODPLAIN USE PERMIT REQUIRED?

A Floodplain Use Permit is required when proposed construction impacts a property located in regulated floodplain or floodway meeting the definitions given in the Floodplain Use Permit Categories as described below or within Chapter 12, Article IV "Flood Damage Prevention" of the Novi Code of Ordinances. Floodplain Use Permits are administered through the City of Novi Community Development Department.

PART II. WHAT ARE THE FLOODPLAIN USE PERMIT CATEGORIES?

There are three categories of Floodplain Use Permits: Major, Minor, and Individual Residential. For each of the categories, proposed impacts must be in compliance with the City of Novi Drainage and Flood Damage Prevention Ordinance Chapter 12, Article IV, copies of which are available at the office of the City Clerk.

A. MAJOR FLOODPLAIN USE PERMITS

Any proposed construction impacts to a regulated floodplain or floodway that requires hydraulic and hydrologic analysis to be prepared by an engineer and reviewed by the City of Novi consulting engineer will qualify for a Major Floodplain Use Permit. This would include improvements with:

- Increases or decreases in the base flood elevation.
- Stream relocations where regulated floodplains or floodways are involved.
- Structures or fill within the floodway (other than street or driveway culvert crossings).
- Work in unnumbered zone A special flood hazard areas that require a base flood elevation to be established.
- Letters of Map Revision-Based on Fill (LOMR-BOF) from the Federal Emergency Management Agency (FEMA) for subdivisions with five or more lots proposed to be removed from the floodplain.

Any other project that does not fall into the categories listed above may still require a Major Floodplain Use Permit when deemed necessary by the reviewing engineer.

B. MINOR FLOODPLAIN USE PERMITS

Any proposed construction impacts to a regulated floodplain or floodway that do not require hydraulic and hydrologic analysis to be prepared will likely require a Minor Floodplain Use Permit. Typical Minor Floodplain Use Permits would include:

- Letters of Map Amendment (LOMA) from FEMA.
- Minor stream crossings (streets or driveways) of a floodway or floodplain.

Proposed impacts that do not fall into the categories listed in A. and B. above will need to be evaluated by the reviewing engineer to determine category of permit required.

C. INDIVIDUAL RESIDENTIAL FLOODPLAIN USE PERMITS

New residential construction or substantial improvements to existing structures as well as associated construction located within a floodplain area will require an Individual Residential Floodplain Permit.

PART III. WHAT INFORMATION IS REQUIRED TO PROCESS A FLOODPLAIN USE PERMIT APPLICATION?

A. Major and Minor Floodplain Use Permits

As part of the review for the Major or Minor Floodplain Use Permits, a Michigan Department of Environmental Quality (MDEQ) permit for the proposed work within the floodplain or floodway must be issued, or a letter of no jurisdiction must be obtained. Major and Minor Floodplain Use Permit applications must include three sets of engineering plans with utility sheets and a grading plan showing the floodplain, floodway, and base flood elevation as established by the Flood Insurance Rate Maps (FIRM) for the City of Novi. Hydrology and hydraulic calculations must also be supplied upon submission of the Floodplain Use Permit application, where applicable. The application materials for a FEMA Conditional Letter of Map Revision, Letter of Map Revision, or Letter of Map Amendment should also be submitted to process the Floodplain Use Permit application (see Part IV. below).

B. Individual Residential Floodplain Use Permits

An Individual Residential Floodplain Use Permit will require a drawing of the lot or parcel of land, which shows location of improvements, structure elevations, the lowest adjacent grades, and the floodplain, floodway, and base flood elevation. When applicable, the materials for a Federal Emergency Management Agency Conditional Letter of Map Revision, Letter of Map

Revision, or Letter of Map Amendment should also be submitted to process the Floodplain Use Permit application (see Part IV. below). A FEMA Elevation Certificate for the structure will be required to be prepared and provided to the Novi Building Department for their records.

NOTE: All Floodplain Use Permit applications are required to be submitted through the City of Novi Building Department.

PART IV. PROCESSING MAP REVISIONS AND AMENDMENTS THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY

Only the Federal Emergency Management Agency (FEMA) can issue revisions and amendments to existing Flood Insurance Rate Maps (FIRM) or individual parcels of land removing them from regulated floodplain and/or floodway. The following sections provide some detail on the process involved in applying for and securing revisions and amendments from FEMA.

A. Conditional Letter of Map Revision (CLOMR)

What is a Conditional Letter of Map Revision?

A Conditional Letter of Map Revision (CLOMR) is the first of a two (2) step process whereby areas which have been mapped within the regulated floodplain are removed through FEMA by revision of a flood insurance rate map. Specific application forms and guidelines to prepare required submittal information are available through the City Engineers office for preparation of a CLOMR application. A CLOMR application, once approved by the City of Novi is reviewed and must be issued by FEMA prior to any construction.

It is recommended that CLOMR applications be prepared and submitted for the land in its undeveloped state. All applications for CLOMR's must be made through the City of Novi Building Department for review and forwarding to FEMA.

When is a CLOMR required?

All new residential development where structures are proposed to be constructed within the regulated floodplain or proposed to be elevated by fill will require a CLOMR prior to approval of the final site plan or subdivision engineering drawings allowing construction on the site. A CLOMR is not mandatory for non-residential developments however; it is strongly recommended that all non-residential developments with structures proposed for construction within the floodplain obtain a CLOMR.

B. Letter of Map Revision (LOMR) and Floodway Revisions

What is a Letter of Map Revision?

A Letter of Map Revision is the final step after issuance of a CLOMR to have areas, which have been mapped within the regulated floodplain removed through FEMA by revision of a Flood Insurance Rate Map. Once construction of the proposed activity is completed in accordance with the issued CLOMR, as-built documentation is prepared and submitted to the City of Novi for review and approval who will then forward it to FEMA for consideration of issuance of a LOMR. A LOMR must be issued by FEMA prior to the issuance of individual building permits on the site. Specific application forms and guidelines to prepare required submittal information are available through the City Engineers office and contained in the FEMA Map Revision Guidelines for preparation of a LOMR application.

When is a Letter of Map Revision or Floodway Revision required?

All residential development where structures or fill are proposed within the regulated floodplain or floodway will require the issuance of a LOMR or Floodway Revision from FEMA before issuance of a building permit from the City of Novi for impacted lots. A LOMR is not mandatory for non-residential developments however; it is strongly recommended that all non-residential developments with structures proposed for construction within the floodplain obtain a LOMR. A LOMR or Floodway Revision will be required for all proposed encroachment into a regulatory floodway that would cause any rise in the base flood elevation.

All LOMR and Floodway Revisions are required to be submitted, reviewed, and approved by the City of Novi Building Department. It should be noted that notwithstanding the above, a FEMA Elevation Certificate for the structure would be required to be prepared and provided to the Novi Building Department for their records.

C. Letter of Map Amendment (LOMA)

What is a Letter of Map Amendment (LOMA)?

A LOMA is the process whereby land, which has been erroneously mapped within the regulated floodplain, is removed through FEMA by revision of a Flood Insurance Rate Map. Specific application forms and guidelines to prepare required submittal information are available through the City Engineers office and contained in the FEMA Map Amendment Guidelines for preparation of a LOMA application.

When is a Letter of Map Amendment required?

A LOMA is required prior to approval of development construction plans in all residential areas with proposed impacts to regulated floodplains, which have been erroneously mapped. A LOMA is not mandatory for non-residential developments however; it is strongly recommended that all non-residential developments that have been erroneously mapped obtain a LOMA. A LOMA cannot be used for sites where fill has been placed to elevate a structure or lot above the base flood elevation. It should be noted that notwithstanding the above, a FEMA Elevation Certificate for the structure will be required to be prepared and provided to the Novi Building Department for their records.

PART V. WHAT ARE THE STEPS INVOLVED IN THE FLOODPLAIN USE PERMIT APPLICATION REVIEW PROCESS (Other than individual single family residential)?

STEP 1. Proposed floodplain uses are reviewed with the applicant and their engineer at the required pre-application meeting with the City of Novi. Site planning information requirements related to floodplain use are detailed at this meeting as well as the local permit application and/or FEMA map amendment/revision process.

STEP 2. The City of Novi engineering consultant reviews preliminary site plans and/or preliminary subdivision/condominium plats for details of proposed floodplain use and the requirements necessary to apply for and obtain a City of Novi Floodplain Use Permit. This information is specified in the preliminary site plan or tentative preliminary plat review letter.

STEP 3. Applicant submits floodplain use permit application and review fee as specified in the engineering consultants Preliminary Site Plan or Tentative Preliminary Plat review letter along with application information requirements to the City of Novi Building Department.

NOTE: Floodplain Use Permit Application will be required to be submitted for review no later than the first completed engineering review of the Final Site Plan or Subdivision Construction Plan. Comments regarding the second engineering review will not be released until the Floodplain Use Permit Application is received and reviewed. It is strongly recommended that applications for LOMA's, CLOMR's, or LOMR's be submitted as early as possible due to the often lengthy time required for review by FEMA.

STEP 4. Upon review and recommendation for approval of the Floodplain Use Permit Application, a Floodplain Use Permit can be issued by the Building Department.

STEP 5. Secure required FEMA amendment and/or revision letters either prior to or during construction process as required. In the case of

platted subdivisions all required FEMA amendment and/or revision letters are to be secured prior to the approval of the Final Plat.

PART VI. REVIEW FEE, PERMIT AND BONDING REQUIREMENTS.

The following Review and Permitting Fee Schedule applies:

- **Major Floodplain Use Permit** $3,450.00
- **Minor Floodplain Use Permit** $402.50
- **Individual Residential Floodplain Use Permit** $402.50

To each of these fees a 15% City of Novi Administrative Fee must be added.

The following Bonding Requirements apply:

- **Major Floodplain Use Permit** $10,000.00
- **Minor Floodplain Use Permit** $2,500.00
- **Individual Residential Floodplain Use Permit** $1,000.00

All bonds must be posted at the time of issuance of the Floodplain Use Permit.