BOROUGH OF CARLISLE

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Sustainable Community &
Economic Planning
53 W South Street · Carlisle, PA 17013
717-240-6930

A permit is required before development begins in an identified floodplain area. "Development" includes buildings, additions, repairs, paving, fences, fill, grading, excavation, utilities, storage of materials and other man-made changes. This application does not replace zoning, UCC, HARB, stormwater, right-of-way, DEP or other approvals.

1. PROPERTY AND APPLICATION INFORMATION

Project / Property Address	**Cumberland County Tax Parcel No.**
Property Owner	**Owner Phone / Email**
Owner Mailing Address *Street, city, state and ZIP*	**Applicant / Authorized Agent**
Applicant Mailing Address *Street, city, state and ZIP*	**Applicant Phone / Email**
Contractor / Developer	**Design Professional / Surveyor**
Estimated Start Date	**Estimated Completion Date**

2. PROPOSED DEVELOPMENT

☐ New structure	☐ Addition
☐ Alteration / repair	☐ Substantial improvement
☐ Relocation	☐ Demolition
☐ Manufactured home	☐ Accessory structure
☐ Fence / retaining wall	☐ Paving / parking area
☐ Fill / grading	☐ Excavation / drilling
☐ Utility work	☐ Drainage improvement
☐ Watercourse alteration	☐ Bridge / culvert
☐ Subdivision / land development	☐ Storage of equipment or materials
☐ Temporary development	☐ Other: _____

Complete description of work *Include dimensions, square footage, materials, proposed use and all site disturbance*

Estimated Fair-Market Project Cost *Attach itemized supporting documentation*	**Existing Building Market Value** *Building only; exclude land and identify valuation source*
Flood-Related Repair Cost *If applicable, break out from total project cost*	**Valuation Source / Date**
Was the building damaged? ☐ *No* ☐ *Yes — Date/cause:* _____	**Prior Flood Damage / Repairs (10 years)** *Attach history and costs if applicable*

3. APPLICANT-PROVIDED SITE AND BUILDING DATA

Current Use	**Proposed Use**
Structure Type ☐ *Residential* ☐ *Nonresidential* ☐ *Mixed use*	**Foundation / Lowest Level** ☐ *Slab* ☐ *Crawlspace* ☐ *Enclosure* ☐ *Basement**

*Basements are prohibited by Borough Code within identified floodplain areas. A below-elevated-floor enclosure may only be used for parking, building access or incidental storage and must meet flood-opening and nonconversion requirements.

Existing Lowest-Floor Elevation	**Proposed Lowest-Floor Elevation**
Lowest Adjacent Grade	**Highest Adjacent Grade**
Elevation Datum / Benchmark *Use the same datum as the effective FIRM*	**Proposed Utility / Equipment Elevation**
Enclosed Area Below Lowest Floor *Square feet and proposed use*	**Flood Openings** *Number, net open area and bottom elevation*

4. REQUIRED PLANS AND SUPPORTING DOCUMENTS

Submit enough information for the Floodplain Administrator to determine compliance. Items below are required when applicable; additional information may be requested.

☐ Site plan: north arrow, date and scale ≤ 1 in. = 100 ft.	☐ Existing and proposed structures and dimensions
☐ FIRM flood-zone and regulatory-floodway limits	☐ Watercourses, drainage features and easements
☐ Existing / proposed contours and spot elevations	☐ Limits and quantities of fill, grading or excavation
☐ Foundation, anchoring and flood-opening details	☐ Utilities and mechanical/electrical equipment elevations
☐ Itemized project-cost documentation	☐ Building market-value documentation
☐ FEMA Elevation Certificate	☐ FEMA Floodproofing Certificate (nonresidential)
☐ PA professional engineer / architect certifications	☐ Hydrologic / hydraulic analysis
☐ No-rise certification and supporting analysis	☐ CLOMR / LOMR documentation
☐ DEP / USACE / NPDES or other agency permits	☐ Erosion and sedimentation control plan
☐ Recorded nonconversion agreement	☐ Manufactured-home anchoring information
☐ List / status of all other required permits	☐ Other: _____

5. SPECIAL PROJECT INFORMATION

☐ Development in regulatory floodway	☐ Alteration / relocation of a watercourse
☐ Nonresidential dry floodproofing	☐ Accessory structure ≤ 600 sq. ft. (§135-24E)
☐ Manufactured home	☐ Dangerous materials / substances
☐ Zone A without published BFE	☐ Subdivision ≥ 50 lots or ≥ 5 acres

Explain checked items and identify attached certifications / approvals

_____

_____

6. OWNER AND APPLICANT CERTIFICATION

1. I certify that the information and attachments are true, accurate and complete to the best of my knowledge and that I am the owner or am authorized by the owner to submit this application.

2. I understand that no regulated development may begin until the Borough issues all required permits, and that approval based on incorrect or incomplete information may be suspended or revoked.

3. I will perform the work in accordance with the approved documents, Borough Code Chapter 135 and all other applicable local, state and federal requirements. Proposed revisions will be submitted before the affected work proceeds.

4. I authorize Borough officials and their representatives to enter the property at reasonable times, coordinated with the owner or authorized agent, to conduct required inspections.

5. I understand that a floodplain permit does not guarantee freedom from flooding or create liability on the part of the Borough, its officers or employees.

6. I understand that final approval may require as-built elevations, FEMA certificates, professional certifications, recorded agreements or other closeout documents before occupancy or use.

Owner Signature *Required if applicant is not the owner*	**Date**

Applicant Signature	Date

7. FLOODPLAIN ADMINISTRATOR REVIEW — BOROUGH USE ONLY

Application / Permit No.	Date Received / Fee
Effective FIRM Panel No. / Suffix	**Effective FIRM Date**
Flood Zone ☐ *A* ☐ *AE* ☐ *AO* ☐ *AH* ☐ *Other:* ____	**Regulatory Floodway** ☐ *No* ☐ *Yes*
Base Flood Elevation (BFE)	**Elevation Datum**
Regulatory Flood Elevation (RFE) *BFE + 1.5 ft. where BFE is available*	**BFE / RFE Data Source**
Watercourse / Drainageway	**Historic Structure** ☐ *No* ☐ *Yes*

8. SUBSTANTIAL IMPROVEMENT / SUBSTANTIAL DAMAGE REVIEW – BOROUGH USE ONLY

CALCULATION	AMOUNT	SOURCE / DATE	RESULT
Fair-market cost of work	$		
Market value of building	$		
Cost ÷ market value × 100			_____ %

☐ Not substantial (< 50%)	☐ Substantial improvement (≥ 50%)
☐ Substantial damage (≥ 50%)	☐ Additional valuation information required

For repair of a damaged building, use the market value immediately before the damage occurred. Land value is excluded. The Borough may require an independent appraisal or other documentation sufficient to establish fair-market values.

9. TECHNICAL REVIEW AND PERMIT DETERMINATION – BOROUGH USE ONLY

☐ Plans / site data complete	☐ Elevation data verified
☐ No-rise certification accepted	☐ CLOMR / LOMR required
☐ DEP / other agency approvals received	☐ Nonconversion agreement required
☐ Elevation Certificate required	☐ Floodproofing Certificate required

Review comments / required additional information

☐ Approved	☐ Approved with conditions
☐ Additional information required	☐ Denied
☐ No floodplain permit required	☐ Variance approved / attached

Conditions / basis for determination *Attach additional pages if needed*

Floodplain Administrator Name / Signature	Decision Date

Permit Issue Date	Permit Expiration Date *12 months after issuance unless extended in writing*

Under § 135-15, work must begin within 180 days and be completed within 12 months after issuance unless the Floodplain Administrator grants a written extension. The permit does not authorize work contrary to any law, ordinance, approved plan, deed restriction or other required approval.

10. INSPECTIONS AND FINAL CLOSEOUT — BOROUGH USE ONLY

INSPECTION / DOCUMENT	DATE	RESULT / ELEVATION	INITIALS
Preconstruction / site			
Foundation / lowest floor			
Utilities / flood openings			
Final / as-built			

☐ Finished-construction Elevation Certificate accepted	☐ Floodproofing Certificate accepted
☐ As-built / no-rise certification accepted	☐ Recorded nonconversion agreement received
☐ All permit conditions satisfied	☐ Final inspection approved / permit closed

Closeout comments

Final Approval — Floodplain Administrator	**Date**