

**FLOOD PLAIN EMERGENCY NOTIFICATION**

Date of Initial Contact \_\_\_\_\_ via :   Phone   Walk In   Email or Letter

This form is required to be used by a landowner or their representative to notify the Flood Plain Administrator of projects undertaken during an emergency to safeguard life or structures. This form shall be submitted to the Flood Plain Administrator within five (5) days of the action taken as a result of an emergency.

Unless otherwise specified by the Flood Plain Administrator, within 30 days of initiating the emergency action, a person who has undertaken an emergency action must submit a Flood Plain Permit Application that describes what action has taken place during the emergency and describe any additional work that may be required to bring the project in compliance with the Flood County Flood Plain Hazard Management Regulations.

A person who has undertaken an emergency action may be required to modify or remove the project in order to meet the permit requirements.

**Section A: Owner Information**

Landowner or Representative's name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Owner Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Legal description and/or address of property and project location \_\_\_\_\_

\_\_\_\_\_

Landowners Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section B: Emergency Project Information**

· Description of emergency project (*check all that apply*):  fill  riprap  other protection measures – describe \_\_\_\_\_  
 Other (*describe*) \_\_\_\_\_

· Existing use (*check one*):  residential  non-residential  mixed-use  vacant ground  other \_\_\_\_\_

Critical facility?  yes  no (Such as hospital or police station)  
· If yes, describe facility \_\_\_\_\_

Critical infrastructure?  yes  no (Such as arterial road, bridge, sewer facilities and lines)  
· If yes, describe facility \_\_\_\_\_

· What is the basis of the emergency activity? \_\_\_\_\_

· What are the impacts if the emergency work was not performed? \_\_\_\_\_

- Is the artificial obstruction or action to protect publically owned infrastructure? \_\_\_\_\_
- If yes, describe the structure or action and infrastructure to be protected? \_\_\_\_\_
- Generally describe the emergency work activity including the type and amount of material used for the emergency activity. \_\_\_\_\_
- What type of equipment was used and/or will be used to complete the activity? \_\_\_\_\_

**Section C: Floodplain Information**

- Base flood elevation: 100-year flood level \_\_\_\_\_
- Is the project in the Floodway, Flood Fringe, or Flood Plain? \_\_\_\_\_
- Regulatory freeboard protection elevation: \_\_\_\_\_
- Flood Plain Management regulatory area of: \_\_\_\_\_ (City or County)
- FIRM Panel number: \_\_\_\_\_

- *If available, photos of the project before, during, and after the emergency work should be attached.*

The under signed hereby certifies that the above information, along with the attached plans and project descriptions, is correct. The undersigned agrees to comply with the provisions of the Flood County Flood Plain Hazard Management Regulations and all other laws and ordinances affecting the emergency repair and replacement of severely damaged artificial obstructions. This does not waive any other permits that may be required. The undersigned understands that they may be required to modify or remove the project in order to meet the Flood County Flood Plain Hazard Management Regulations.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of landowner: \_\_\_\_\_ Date: \_\_\_\_\_

Date Emergency Action was Initiated: \_\_\_\_\_ Date Emergency Action form was submitted: \_\_\_\_\_

Date that complete Flood Plain Permit Application was submitted: \_\_\_\_\_

Notes/conditions: \_\_\_\_\_

Office use only

