



**Building in the Floodplain?**  
**Remodeling? Renovating? Demoiing?**

Anything in the floodplain, also known as zone AE, must have a floodplain permit. If you are not sure whether or not the property is in zone AE, you can call or stop by City Hall and ask.

If you are building or placing a new building in zone AE that will be a **residential** building, it **MUST** be elevated and receive, at a minimum, 3 elevation certificates. The first one will accompany the floodplain permit to show where the base flood elevation for that exact location is, the second certificate after the slab is poured, and the final certificate is required upon completion. The current City Ordinances require all residential buildings in the floodplain to be elevated at least at or above base flood elevation listed on the first elevation certificate. The additional elevation certificates will give proof of that height. Only an engineer or survey company can issue an elevation certificate.

**If the building is NOT a residential building**, but rather a garage, storage building or other such building, the regulations **STILL EXIST**. Buildings 200 sq. ft. or less may not have to have a building permit, but still have to have a floodplain permit. However, the homeowner can choose to elevate it with the two elevation certificates (no, your elevation certificate for your home will not work for a storage building; each building must have their own certificate), or they can choose to put vents in the building. If you are interested in venting the building, we have a packet that explains it in detail. However, basically it will have holes close to the bottom on at least 2 sides of the building so, in the event of flooding, the water can flow freely through the building. These holes cannot be closed up at any time or covered completely with anything other than very specific engineered materials. You can put things like chicken wire or screening, but anything that covers takes away the opening size when figuring how many are needed.

Also, should you choose to vent a building instead of elevating it, and then decide to add electrical, gas, plumbing, etc. later, you will **STILL NEED 2 ELEVATION CERTIFICATES** at that time for the machinery and/or electrical outlets before the permit can be approved. One showing where the base flood level is and another to show they are at or above base flood elevation levels for the property as required. If you have the elevation certificates instead of venting, these will already be on hand and not needed at this stage. No permit in the floodplain can be approved or issued until the floodplain permit is completed and reviewed, usually at least 3-5 business days. Any building permit requesting vents instead of elevations **MUST** be accompanied with proof of venting.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

**City of Bevil Oaks, Texas**  
**FLOODPLAIN DEVELOPMENT**  
**PERMIT APPLICATION**

**PERMIT #:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

**DATE RECEIVED:** \_\_\_\_\_

**INSTRUCTIONS:** Complete all questions. If any item does not apply, indicate by placing "NA" in the blank area. **DO NOT LEAVE ANY AREA BLANK.**

**SECTION I: OWNER INFORMATION**

PROPERTY OWNER'S FULL NAME: _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Home Phone: _____	Cell Phone: _____		
eMail Address: _____			
Is the owner a corporation or partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach a letter on company stationary, signed by an authorized individual, authorizing the Applicant to file an application on behalf of the company.			

**SECTION II: APPLICANT INFORMATION**

<input type="checkbox"/> Same as owner (If checked, skip to section 3)			
APPLICANT'S FULL NAME: _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Home Phone: _____	Cell Phone: _____		
eMail Address: _____			

**SECTION III: SUBJECT PROPERTY INFORMATION**

Physical Address of property: _____			
City: _____	BEVIL OAKS	State: _____	TEXAS
		Zip: _____	77713
LEGAL DESCRIPTION: _____			
LOT # _____	BLOCK # _____	SUBDIVISION: _____	
List of all roads which this property can be accessed: _____			
Total Current Land Area: _____	Vicinity Map Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO		

**ALL PERMITS MUST PROVIDE A 9-1-1 ADDRESS FOR ANY PROPERTY REQUESTING A FLOODPLAIN PERMIT**

# City of Bevil Oaks, Texas

## SECTION IV: PROPOSED DEVELOPMENT

### DEVELOPMENT OF LAND: (check all that are applicable)

- Clearing
- Fill
- Mining
- Drilling
- Grading
- Excavating (except for structural development checked above)
- Watercourse Alteration (including dredging & channel modifications)
- Road, Street or Bridge Construction
- Subdividing                      Name of Subdivision: \_\_\_\_\_
- Construction of Utility              Type of utility: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

### DEVELOPMENT OF STRUCTURES: (check all that are applicable)

- |   |                                      |                                       |
|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Relocation  | <input type="checkbox"/> Demolition   |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Alteration  | <input type="checkbox"/> Repair       |
| <input type="checkbox"/> Remodel          | <input type="checkbox"/> Replacement | <input type="checkbox"/> Other: _____ |

### STRUCTURE TYPE: (check all that are applicable)

Habitable Structure:              Living area: \_\_\_\_\_ sf              # of bedrooms: \_\_\_\_\_

- Single Family Residence (1 family)
- Multi-Family Residence (2-4 families)
- Multi-Family Residence (more than 4 families)
- Mobile/Manufactured Home              Located in a Mobile Home Park?     YES     NO
- Recreational Vehicle
- Commercial              Type: \_\_\_\_\_
- Combined Use (Residential & Commercial)              Type: \_\_\_\_\_
- Non-Residential               Floodproofing Type: \_\_\_\_\_  
 Floodproofing Certification Attached?
- Non-inhabitable Structure
  - Garage
  - Storage Building
  - Barn
  - Other: \_\_\_\_\_

### TYPE OF FOUNDATION:

- Building on Slab
- Building on Piers, Piles or Columns
- Building by bringing in dirt/sand/other materials               Certification that this won't flood neighbors?

### PROJECT COSTS:

Estimated market value of the existing Structure: \$ \_\_\_\_\_

Estimated cost of proposed project: \$ \_\_\_\_\_

If the cost of the proposed construction equals or exceeds fifty percent (50%) of the market value of the existing structure, "Substantial Improvement/Substantial Damage" provisions shall apply. Contact the Floodplain Administrator before proceeding.

# City of Bevil Oaks, Texas

## SECTION V: ENGINEERING STUDY AND DOCUMENTATION / CONSULTANTS

plan attached: _____	Construction plans attached: _____
Certifications by engineers or architect attached: _____	
Elevation Certificate attached: _____	
Plans showing the extent of watercourse relocation and/or landform alterations: _____	
Plans from engineer showing "NO RISE" if in the floodway: _____	
<b>List of Professional Surveyor used: (MUST include name, address, phone #)</b>	
<b>List of Professional Engineer used: (MUST include name, address, phone #)</b>	
<b>List of Professional Contractor used: (MUST include name, address, phone #)</b>	
<b>List of any other professional used: (MUST include name, address, phone #)</b>	
<b>List of any other professional used: (MUST include name, address, phone #)</b>	

**ALL ITEMS MUST BE COMPLETED AND TURNED IN BEFORE APPLICATION CAN BE CONSIDERED. MINIMUM TURN AROUND TIME FOR ANY FLOODPLAIN PERMIT IS 2-3 BUSINESS DAYS, BUT CAN TAKE UP TO 10 BUSINESS DAYS ONCE EVERYTHING IS COMPLETE.**

# City of Bevil Oaks, Texas

## SECTION VI: OWNER/APPLICANT'S ACKNOWLEDGEMENT AND CERTIFICATION

By my signature below, I acknowledge that I have read and understand the following:

- 1 No work of any kind may start until a Floodplain Development Permit is issued by Bevil Oaks.
- 2 The Floodplain Permit may may be revoked if any false statements are made in this application or its attachments.
- 3 The Floodplain Permit expires if work in accordance with this application is not commenced within 6 months of issuance or if the work is not completed within 12 months
- 4 If the Floodplain Permit expires or is revoked for any reason, all work must cease until a new permit is issued. The Applicant will be required to submit a new application with any accompanying fees.
- 5 It shall be unlawful to use, occupy, or permit the use or occupancy of any building, development, or premises, or any part thereof, hereafter created, erected, changed, converted, altered, or enlarged until the development is in complete compliance with the City of Bevil Oaks Ordinances. Upon completion, a certificate of occupancy will be issued stating such.
- 6 Applicant may need other permits to fulfill local, state and federal regulatory requirements. It is the applicant's responsibility to determine what permits are needed and to obtain these permits from the appropriate authorities.
- 7 Construction costs undertaken in accordance with this Application are Applicant's responsibility. Applicant is not permitted to erect permanent structures or signs on or over any portion of Bevil Oaks right-of-way or within established setbacks.
- 8 Applicant must construct the improvements in strict conformance with the plans and specifications submitted with this Application and as approved by Bevil Oaks. Failure to do so will result in applicant being required to modify or reconstruct the improvements at Applicant's cost.
- 9 Maintenance of improvements remain the Applicant's responsibility, and the city retains the right to require any changes, maintenance, or repairs as necessary to protect life and property.

I hereby certify to the following:

- 1 I have carefully read the complete Application and all its attachments and certify that all documents submitted are true and correct.
- 2 There is no outstanding tax liability to Jefferson County on the subject property.
- 3 The Owner of the subject property , if different from the applicant, has authorized the submittal of this application.
- 4 As the owner of the subject property or a duly authorized applicant, I hereby grant permission to representatives of Bevil Oaks to enter the premises and make all necessary inspections and to take all other actions necessary to review and act upon this application.
- 5 All machinery and/or equipment must be placed in accordance with current ordinances.

\_\_\_\_\_  
APPLICANT NAME (PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE:

\_\_\_\_\_  
OFFICE SIGNATURE:

\_\_\_\_\_  
FLOODPLAIN ADMINISTRATOR:

\_\_\_\_\_  
DATE SIGNED:

\_\_\_\_\_  
DATE RECEIVED:

\_\_\_\_\_  
DATE REVIEWED:

# City of Bevil Oaks, Texas

## SECTION VII: PERMIT DETERMINATION

I have reviewed the floodplain permit application and determined that all items are included.  Yes  No

I have reviewed the floodplain permit application and determined that the proposed activity  Is  Is NOT in conformance with provisions of the local city ordinance, currently Ordinance # \_\_\_\_\_.

If in accordance with all regulations and all items included, a permit for beginning the proposed development will be issued. **PLEASE NOTE, IF ANY CHANGES ARE MADE, UPDATES TO THIS PERMIT ARE IMMEDIATELY REQUIRED. NO EXCEPTIONS.**

Permit is hereby  APPROVED  DENIED

Floodplain Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this permit application is denied, the Floodplain Administrator will provide a written summary of any deficiencies and reasons for such denial. Applicant may revise and resubmit an application to the Floodplain Administrator or may request a hearing from the City Council.

APPEALS:                      Appealed to City Council: \_\_\_\_\_  
   Council Meeting Date Assigned: \_\_\_\_\_  
   City Council Decision: \_\_\_\_\_

**MUST be in attendance or automatically denied.**

Reasons/Conditions:  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLIANCE ACTION:**  
The local Floodplain Administrator will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for damage prevention.

**INSPECTIONS:**

Date: _____	By: _____	Passed? _____
Date: _____	By: _____	Passed? _____
Date: _____	By: _____	Passed? _____

**NOTES:**

**CERTIFICATE OF COMPLIANCE/OCCUPANCY ISSUED:**

SIGNATURE OF FLOODPLAIN ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

