

# Floodplain Development Permit

Floodplains are a type of critical area that are regulated under local, state, and federal law. Any activity that results in physical changes to or within the floodplain requires approval from the City. A floodplain development permit is required for all development that does not qualify for a floodplain letter or programmatic floodplain development permit.

**Please complete this form and submit it to the Permit Center.** Staff will review the application to determine if any additional information is needed. Once the application is complete, the floodplain administrator will review the application concurrent with any other permits required by the City. Once issued, a floodplain development permit is valid for 180 days.

Additional information about floodplain development permits can be found in [Chapter 15.12 of the Mukilteo Municipal Code](#). Maps of the floodplain areas can be found online at:

- Mukilteo's Critical Areas Map, available at <https://mukilteowa.gov/maps/interactive-maps/>, or
- FEMA's Flood Map Service Center, available at <https://msc.fema.gov/portal/advanceSearch>

## REQUEST INFORMATION

Name: Laura Gurley, Planning Director; Email: laurag@portofeverett.com  
Port of Everett  
 Contact Address: 1205 Craftsman Way, Ste. 200 Everett, WA 98201 Phone: (425) 388-0720  
 Site Location: 700 Front Street APN(s): 28040400200100;  
28040400203000  
 FIRM Map:  53061C1010F  53061C1015F  53061C1020F  
 FIRM Zone:  AE  VE

## TYPE OF PROPOSED DEVELOPMENT

Check all that apply. Please see the specific definitions in MMC 15.12.020(B) for additional guidance.

- New Structure  Improvement or Repair of Existing Structure  Major Maintenance
- New Building  Improvement or Repair of Existing Building  Minor Maintenance
- Land Disturbing Activity: \_\_\_\_\_ CY Cut \_\_\_\_\_ CY Fill  Dumping
- Installation, Expansion, Modification, Relocation or Removal of any Utility Facility, Major Aboveground Utility Facility, or Utility Pole
- Temporary Storage of Equipment or Materials  Permanent Storage of Equipment or Materials
- Remove Native Vegetation (may require additional environmental review)  Other

## VALUE OF WORK (FOR IMPROVEMENTS TO EXISTING STRUCTURES)

- |                                                                                   |    |              |
|-----------------------------------------------------------------------------------|----|--------------|
| 1. Estimated Cost of Proposed Improvements (see Section 4.4 of FEMA P-758):       | \$ | <u>N/A</u>   |
| 2. Snohomish County Assessor Value for Existing Improvements:                     | \$ | <u>N/A</u>   |
| 3. Substantial Improvement Calculation (Estimated Cost (1) / Assessed Value (2)): |    | <u>N/A</u> % |

If the cost is equal to or greater than 50%, then the substantial improvement provisions of Chapter 15.12 MMC apply.

## SUBMITTAL REQUIREMENTS

1. Project narrative, including a description of:
  - a. The total proposal, including any interdependent parts;
  - b. The portion of the proposal within the floodplain;
  - c. The extent to which the watercourse will be altered or relocated as a result of the proposal; and
  - d. Temporary and permanent impacts to the natural functions of the floodplain.
2. A site plan for each requested location, including at a minimum:
  - a. Date, scale and north arrow;
  - b. Parcel boundaries;
  - c. Floodplain boundary and Zone(s), as shown on the current Flood Insurance Rate Map (FIRM);
  - d. Base flood elevation (BFE), as shown on the current FIRM (*updated from MSL per FEMA 2021-06*);
  - e. If any of the proposed activities are also located within the shoreline jurisdiction, the location of the Ordinary High Water Mark (see Title 17B MMC);
  - f. Project boundaries;
  - g. Nature of work;
  - h. Topographic contours at two (2) or five (5) foot intervals;
  - i. Existing and proposed structures and buildings, including:
    - i. Dimensions;
    - ii. Elevation in relation to mean sea level of the lowest floor, consistent with the Elevation Certificate;
    - iii. Elevation in relation to mean sea level to which any existing structure has been floodproofed;
  - j. Existing and proposed utilities;
  - k. Existing and proposed easements, labelled with the recording number; and
  - l. Location of temporary or permanent storage.
3. A copy of any existing and proposed easements.
4. A copy of any permit applications to other agencies, including but not limited to:
  - a. Electrical permits;
  - b. Environmental permits; and
  - c. Any other local, state or federal permits.
5. For any work on a structure, a detailed estimate of the cost of all labor, materials, and items necessary to perform the proposed work, in accordance with Section 4.4 of FEMA's P-758 Desk Guide.
6. For each new or substantially improved structure, a preliminary Elevation Certificate, prepared by a surveyor licensed in Washington State.

**SUBMITTAL REQUIREMENTS, CON'T**

7. For structures that are to be floodproofed:
  - a. A preliminary Floodproofing Certificate for Non-Residential Structures, prepared by an engineer or architect licensed in Washington State; and
  - b. A description of the floodproofing methods used to comply with the requirements of MMC 15.12.210.
8. For structures in the VE Zone, a preliminary V Zone Design Certificate, prepared by an engineer or architect licensed in Washington State.
9. For proposals that will alter the Base Flood Elevation (BFE) or floodplain boundaries:
  - a. A copy of the engineering documentation and analysis of the proposed change;
  - b. A copy of the Letter of Map Change application to FEMA. The applicant is solely responsible for initiating and receiving approval from FEMA; and
  - c. If a Conditional Letter of Map Revision is approved by a FEMA, a copy of the full documentation package, including any required property owner notifications, shall be submitted prior to the City prior to issuance of any floodplain permit.

**ACKNOWLEDGEMENT**

I acknowledge and understand the following:

1. Failure to elevate habitable structures at least two (2) feet above the highest adjacent grade in these zones may result in higher insurance rates;  Yes
2. As the applicant, I am solely responsible for initiating and receiving approval for any necessary Letter of Map Change from FEMA;  Yes
3. If I choose to meet the requirements of MMC 15.12.210(A)(2) to floodproof a non-residential structure, I understand that flood insurance premiums will be based on rates that are one (1) foot below the floodproofed level; and  Yes
4. By submitting this application, I agree to allow the floodplain administrator or designee the right to enter the project site during regular business hours, or other hours as mutually agreed upon, for the purpose of inspecting and for taking any necessary corrective measures. I understand that I am fully responsible for the cost of any such corrective measures.  Yes
5. Final inspection and approval for new and substantially improved structures can only occur when:
  - a. All machinery and/or equipment is installed;
  - b. Final grading around the structure and any associated equipment or accessory structures is complete; and
  - c. The final Elevation Certificate, Floodproofing Certificate, and V-Zone Design Certificate are complete and submitted to the City.  Yes

**CERTIFICATION**

I certify under penalty of perjury that the foregoing is true and correct (RCW 9A.72.085).

Signature: Lana M. Suley

Date: 3/16/2022