Newton County, Texas

Floodplain Application with Instructions

PO Box 1380
Newton, TX 75966

(409) 379-5691

newtoncountyjudge@co.newton.tx.us

The following information serves as a general guide to procedure, organized by subject. For more information regarding official standards see ***Newton County Flood Damage Prevention Order***, adopted February 2012. Instructions in blue are Floodplain Office, all others refer to applicant.

Floodplain Development Permit Application (FDPA) Instructions

Step	Open and Save the FDPA from the Floodplain Management link on the Newton County website at http://www.co.newton.tx.us or pick up a printed copy from the floodplain office.
1	Review, sign and date ***Section 1***
2	Complete all fields in ***Section 2*** which includes basic contact information with latitude and longitude provided in decimal degrees to 5 decimal places
3	Check all applicable boxes in ***Section 3*** which describes the planned project
4	Review, sign and date ***Section 4***
5	Return the application for review to the floodplain office by mail to **PO Box 1380, Newton, TX 75966** or email **newtoncountyjudge@co.newton.tx.us**
6	Floodplain Office will review ***Sections 1, 2, 3*** and ***4***
7	Floodplain Office will complete ***Section 5*** and return with the ***Special Flood Hazard Area*** and ***Additional Requirements*** to applicant within 30 days.
8	Applicant must submit the documents circled under ***Additional Requirements*** indicated in ***Section 5*** of the FDPA to the floodplain office for review.
9	Floodplain Office will review the required documentation submitted by the applicant and will either issue an Authorization to Proceed with Construction <u>OR</u> additional instructions for the applicant

Elevation Certificate Instructions

Step	Elevation Certificate must be prepared by a licensed surveyor in accordance with these instructions.
1	Incomplete or inaccurate Elevation Certificate information will be returned to applicant for revision.
2	Elevation Certificate version expiring 11/30/2018 should be used for all new certificates.
3	*Section A5* - Latitude and Longitude on Elevation Certificate must be <u>accurate</u> in decimal degree format to five (5) decimal places (example 30.12345N // -93.12345W) or will be considered incomplete.
4	*Section B8* (Flood Zone). Sites located in "Floodway in Zone AE" as defined on Flood Insurance Rate Map (FIRM) must be designated as "FW" in section B8.
5	*Section B9* – FEMA defined Base Flood Elevation (BFE) must be accurate to closest tenth of a foot (0.1').
6	*Section C1* - Building elevation source must be accurate. If no Construction Drawings exist, leave C2a (Top of bottom floor) blank.
7	*Section C2a* - Leave blank unless actual survey measurements are taken on finished construction or actual design drawings are inspected by surveyor.

Site Plan Instructions

Step	Use page 4 to complete the Site Plan Drawing
1	Provide drawings of the intended project. Drawing of building site on an aerial map is also acceptable.
2	Include location of roads, creeks, construction site and proposed height of new structure

Preliminary Review Process

Depending on project type additional information may be required.

NEWTON COUNTY FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Applicant Instructions: Complete Sections 1, 2, 3, & 4 then return to Floodplain Office for initial review.

SECTION 1: GENERAL PROVISIONS   (To be completed by APPLICANT)

1. No construction work may start until an Authorization to Proceed is signed by the Floodplain Administrator.

2. The permit may be revoked if any false statements are made.

3. If revoked, all work must cease until permit is re-issued.

4. Other permits may be required by the US Army Corps of Engineers (409) 766-3982 and/or the Jasper-Newton Public Health Department (409) 384-6829 ext. 247.

5. Applicant gives consent to the Floodplain Administration Office to make reasonable inspections required to verify compliance.

6. **APPLICANT CERTIFIES THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE TO THE BEST OF HIS/HER KNOWLEDGE.**

By signing my name below, I acknowledge the General Provisions listed above.

(Applicant's Signature)	**Date**

SECTION 2: PROPERTY OWNER AND LOCATION   (To be completed by APPLICANT)

PROPERTY OWNER (OR APPLICANT) NAME		
MAILING ADDRESS		
TELEPHONE	TELEPHONE 2	EMAIL
PHYSICAL ADDRESS OF BUILDING LOCATION OR PROPOSED BUILDING SITE		
LATITUDE:		LONGITUDE:
(GEOGRAPHIC COORDINATES IN DECIMAL DEGREES TO 5 DECIMAL PLACES)		

DESCRIPTION OF WORK

A.   STRUCTURAL DEVELOPMENT   (Check all applicable boxes)

	ACTIVITY		STRUCTURE TYPE
☐	New Structure	☐	Residential (Single Family)
☐	Addition	☐	Residential (Multi-Family / Apartments)
☐	Alteration	☐	Commercial
☐	Relocation	☐	Combine Use (Residential & Commercial)
☐	Shop/Garage	☐	Manufactured (Mobile) Home
☐	Repair	☐	FEMA provided Temporary Housing Unit (THU)
☐	Substantial Improvement to Existing Structure		
☐	Minor Improvement to Existing Structure		
☐	Other (Specify)		

B.   OTHER DEVELOPMENT ACTIVITIES   (Check all applicable boxes)

☐	Install Water Well
☐	Install Sewer System
☐	Install Culvert
☐	Install Driveway
☐	Road, Street or Bridge Construction
☐ Clearing   ☐ Fill   ☐ Mining   ☐ Drilling   ☐ Grading
☐	Excavation or Drainage Improvements
☐	Watercourse Alteration (Including Dredging and Channel Modifications)
☐	Subdivision (New or Expansion)
☐	Mobile Home or Recreational Vehicle (RV) Park
☐	Other (Specify)

NEWTON COUNTY FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 4: DISCLAIMER – ACKNOWLEDGMENT
(To be completed by APPLICANT)

Flood Insurance Rate Maps (FIRMs) and other information used by the Floodplain Administrator to evaluate flood hazards is based on the best available scientific and engineering data, which interpret severity (depth, flow velocity, damage) and historic occurrence patterns of previous floods. The Applicant understands that floods which exceed the severity or depth of previous events (1884, 1913, 1953, 1988, 1989, 2016) may occur in the future. The Applicant also understands that flooding may occur outside Special Flood Hazard Areas (aka floodplains) as defined on FEMA FIRMs, in addition to flooding within those defined boundaries.

The Applicant further understands any development permit issued by the Floodplain Office does not guarantee nor imply that project site will be free from flooding or flood damage. The Applicant hereby acknowledges these potential situations, and understands the Floodplain Development Permit Application process shall not create liability on the part of the County, floodplain administrator, or any officer, contractor, or employee of Newton County.

(Applicant's Signature)	**Date**

Completed SECTIONS 1, 2, 3, and 4 must be submitted to the Local Floodplain Office for review and initial determination. Please note: Review may take up to 30 days (Reference NCFP Instructions; Table 1; Step 4).

SECTION 5: FLOODPLAIN DETERMINATION   (To be completed by Floodplain Office)

Proposed development is located at:	Latitude:		Longitude:	
Proposed development is located on FIRM Panel No.			Dated:	

☐	**Is NOT located** in a Special Flood Hazard Area				
☐	Existing structure is elevated above county's minimum standard				
☐	Documentation shows existing structure is not substantially damaged				
☐	Is located in a Special Flood Hazard Area				
☐	FIRM zone designation is	Zone X	Zone X (shaded)	Zone A	Zone AE	Floodway
☐	*ADDITIONAL REQUIREMENTS:* Documents circled below **MUST** be submitted to the floodplain office for review prior to any further action taken.				

Elevation Certificate	No Rise Certification	Structure Site Plan	Property Site Plan
Other:			

Floodplain Administrator	**Date**

NEWTON COUNTY FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Site Plan -

Provide drawings of the intended project. Drawing of building site on an aerial map is also acceptable. Include location of roads, creeks, construction site and proposed height of new structure.

NEWTON COUNTY FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 6: AS-BUILT ELEVATIONS   (To be completed by Floodplain Office)

Actual (As-Built) Elevation of the top of lowest floor is		feet NGVD (MSL)

SECTION 7: COMPLIANCE ACTION   (To be completed by Floodplain Office)

The **LOCAL ADMINISTRATOR** will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS					
DATE		BY		DEFICIENCIES (Y/N)	
DATE		BY		DEFICIENCIES (Y/N)	

SECTION 8: FINAL PROJECT APPROVAL (To be completed by Floodplain Office)

Applicant's proposed activity	A. ☐ Is	B. ☐ Is not	in conformance with the
provisions of County Flood Damage Prevention Order.			

_____
Floodplain Administrator

_____
Date