



County of Door LAND USE SERVICES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

FLOODPLAIN PERMIT INFORMATION

Floodplain regulations are intended to help protect life, health & property; minimize expenditures of public funds for flood control projects; & minimize rescue & relief efforts undertaken at the expense of the taxpayers.

A floodplain permit shall be obtained prior to any construction, structural repair, interior modification or alteration, change in the use of a building/structure, filling, grading or paving in a floodplain.

MINIMUM CONSTRUCTION REQUIREMENTS:

- The first or lowest floor of residential structures, including attached garages and accessory buildings containing areas for human habitation (bathrooms, rec rooms and other living areas), shall be at or above the flood protection elevation.
- Fifteen feet (15') of fill is required around the entire residential structure at a minimum of 1' above the Regional Flood Elevation (RFE), then slope to natural grade. When placing fill, proper erosion control measures shall be implemented to limit any negative impacts to neighboring properties, wetlands, and navigable waters.
- Any crawlspace shall be placed at or above the RFE and shall be dry floodproofed to the Flood Protection Elevation (FPE). A dry floodproofed crawlspace requires a certified plan by a Professional Engineer or Registered Architect.
- Accessory structures not connected to a principal structure that are only used for storage purposes and NOT for human habitation shall have the floor located at or above the RFE with all heating, electrical, buoyant, flammable or explosive materials at or above the FPE.
- Contiguous dry land access at or above the RFE shall be provided from the structure to land which is outside of the floodplain.

PERMIT APPLICATION

The following documents need to be completed/submitted with a floodplain permit application:

1. Have a Professional Land Surveyor establish a permanent benchmark on site and submit elevations of the existing grade at the proposed building location. If an addition to an existing building is proposed, elevations of the existing basement/crawl space floor, first floor, and adjacent grade shall be submitted.
2. A site plan (drawn to-scale) showing the location of the proposed project and extent of 15' of fill and any retaining wall proposed to hold fill onsite. The 15' of fill only applies to residential uses and accessory structures which are to contain habitable uses/areas including bathrooms, rec rooms, offices, etc.
3. The Door County Floodplain Construction Agreement and project costs (if applicable) signed by the property owner.

4. A plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to the flood protection elevation.

Floodproofing measures shall be designed to:

- Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors;
- Protect structures to the flood protection elevation;
- Anchor structures to foundations to resist flotation and lateral movement; and
- Insure that structural walls and floors are watertight to the flood protection elevation, and the interior remains completely dry during flooding without human intervention.

Floodproofing measures could include:

- Reinforcing walls and floors to resist rupture or collapse caused by water pressure.
- Adding mass or weight to prevent flotation.
- Placing essential utilities above the flood protection elevation.
- Installing surface or subsurface drainage systems to relieve foundation wall and basement floor pressures.
- Constructing water supply wells and waste treatment systems to prevent the entry of flood waters.
- Putting cutoff valves on sewer lines or eliminating gravity flow basement drains.

PERMIT ISSUANCE

The permit authorizing development within the regional floodplain contains specific requirements to ensure that the structure is constructed as designed by the registered professional engineer or architect and meets required floodplain elevations.

It is imperative that you make sure all entities involved with completing the project are informed of these requirements including contractors, subcontractors, landscapers, etc.

CERTIFICATE OF COMPLIANCE (PRIOR TO OCCUPANCY)

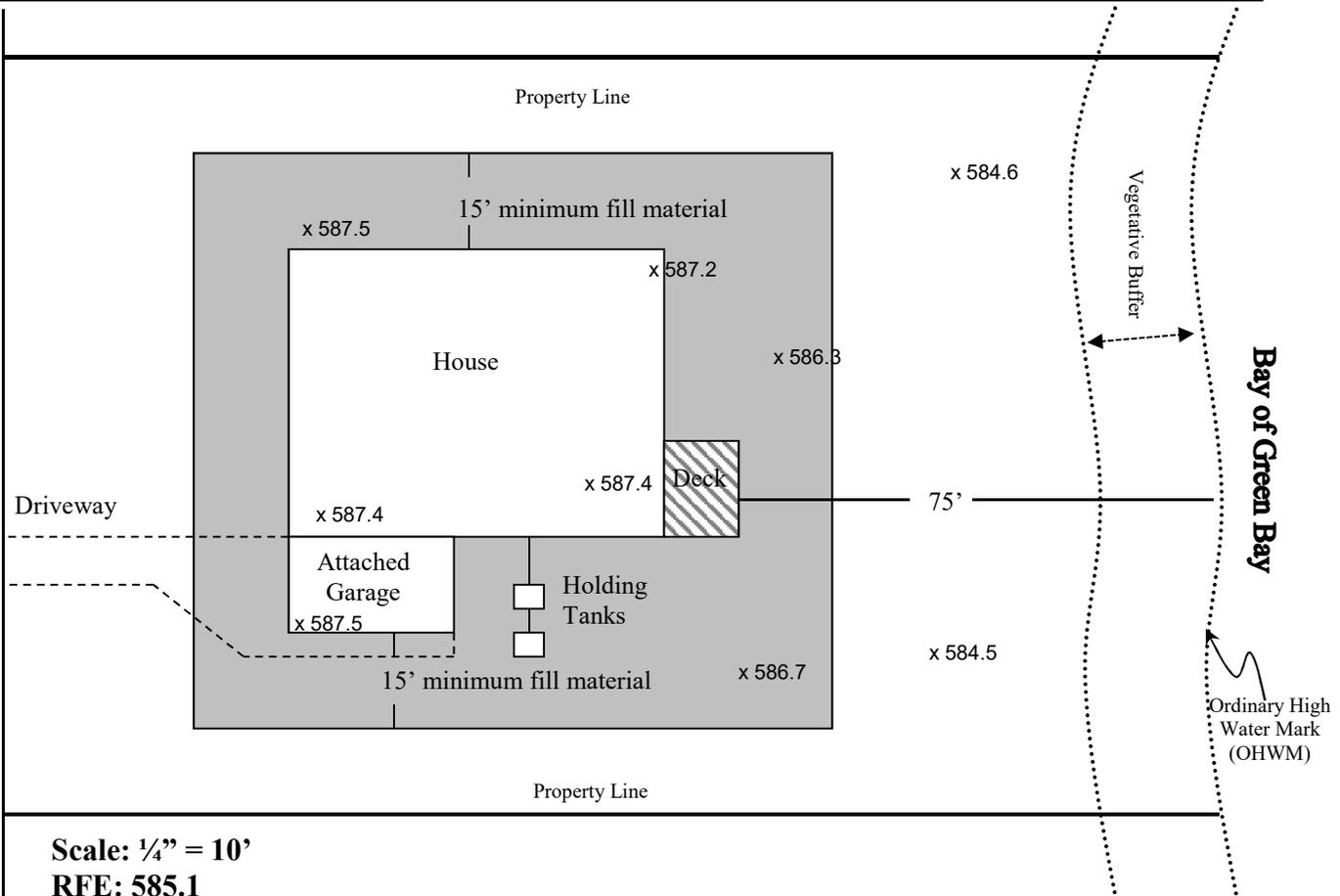
No structure shall be occupied or used until a certificate of compliance is issued by the zoning administrator, subject to the following provisions:

- The applicant shall submit a certification signed by a registered professional engineer, architect or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. A certificate of location verifying that the project meets all setbacks may be required. (Please see the accompanying Certificate of Compliance form.)
- Floodproofing measures also require certification by a registered professional engineer or architect. (Please see the accompanying Certificate of Compliance form.)

FLOOD INSURANCE

Please be advised that if you have a mortgage, your lender will require that you purchase flood insurance. It is important that you understand that meeting the floodplain permit requirements is intended to help protect life, health and property, but **DOES NOT remove the structure from the floodplain or flood insurance requirements.**

Example Floodplain Site Plan

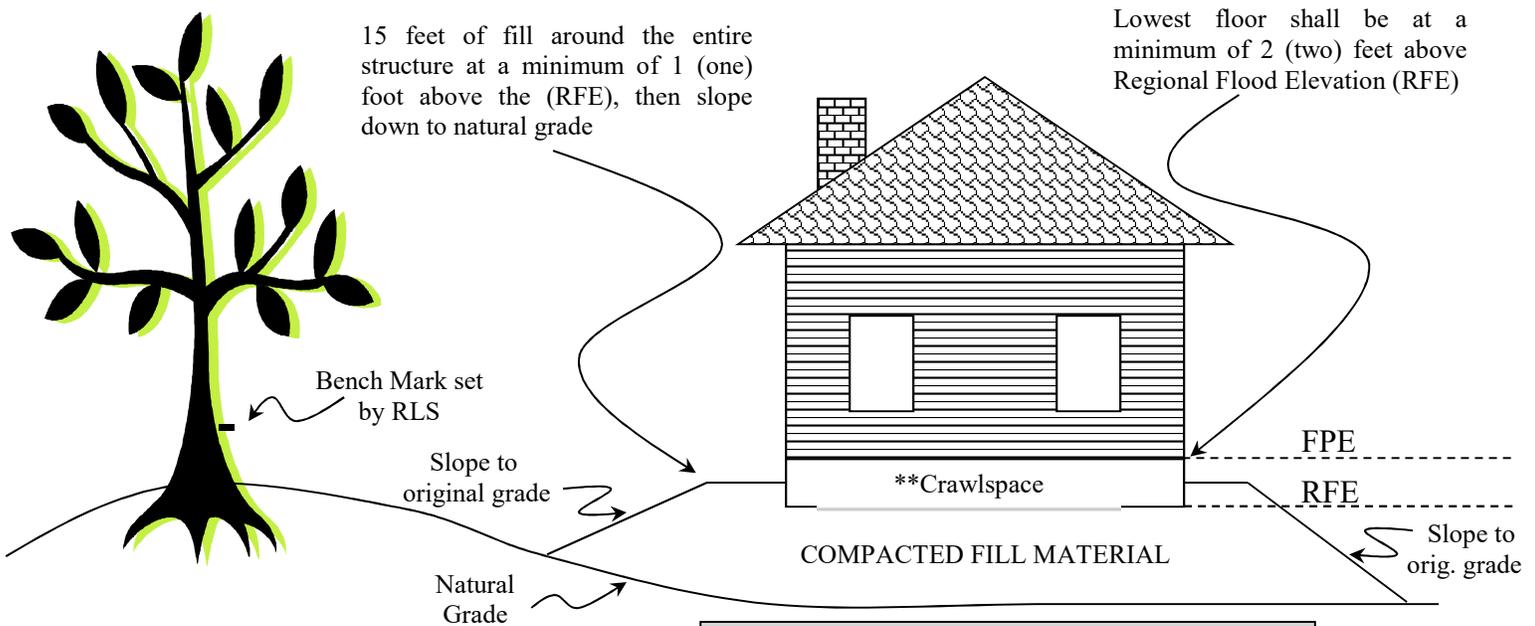


Cross-Section of Floodproofed Home on Fill

Regional Flood: A Regional flood is a flood with a one percent chance of being equaled or exceeded in any given year.

Regional Flood Elevation (RFE): The elevation assigned to a flood with a one percent chance in any given year, which may also be referred to as the Base Flood Elevation (BFE).

Flood Protection Elevation (FPE): Two feet (2') above the RFE, sometimes called two feet of "freeboard".



Slab-constructed foundations at FPE or above.
 **Dry floodproofed crawlspace construction requires certified plans by professional engineer or registered



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FLOODPLAIN CONSTRUCTION AGREEMENT

I hereby acknowledge that I understand the project referenced below is located in a floodplain. A condition of the floodplain permit is that the structure must meet construction and elevation standards specified in the Door County Floodplain Zoning Ordinance. I understand that simply meeting these floodplain standards does not make the property eligible for an exemption to flood insurance via a Letter of Map Change (such as a LOMA).

I also acknowledge that I have been fully informed of these regulations by the Door County Land Use Services Department, and that I will refer to the Land Use Services Department any questions that may arise during construction pertaining to these regulations.

I further agree to provide proof of compliance in writing to the Door County Land Use Services Department after project completion. Elevations completed and signed by a registered land surveyor shall be submitted. A Federal Emergency Management Agency (FEMA) "Elevation Certificate" may be submitted to fulfill this requirement; however, for residential structures, the surveyor shall also submit elevations 15 feet from the wall of the residential structure. When confirmation of floodproofing standards are required, the Certificate of Compliance form shall be signed and stamped by an engineer or architect certifying that the project was floodproofed as proposed.

I acknowledge that any future modifications or alterations, including to the interior of any structure located in the floodplain, will require a new floodplain permit.

When the proposed project involves an existing nonconforming structure, a list detailing the cost of materials and labor shall be provided.

By signing this document I indicate my understanding that failure to meet conditions of the permit or failure to meet floodproofing designs renders my property in violation of the Door County Floodplain Zoning Ordinance.

I understand that providing incorrect information can result in the revocation of the floodplain permit and may result in the structure needing to be removed or brought into full compliance with floodplain regulations.

By signing this, I acknowledge I have received and have read this notice.

PROPOSED PROJECT: _____

PROPERTY OWNER NAME: _____

SIGNATURE: _____ DATE: _____

PARCEL NUMBER: _____ - _____ - _____ ADDRESS: _____



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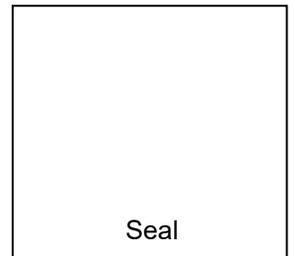
CERTIFICATE OF COMPLIANCE – REQUIRED SIGNATURES

Parcel number: _____ - _____ - _____ Address: _____

The Certificate of Compliance shall be completed and submitted after construction is complete. No structure shall be occupied or used until a Certificate of Compliance is used by the Zoning Administrator.

After Construction Verification – I certify that the structure was constructed to meet or exceed the elevations proposed.

Signed _____ Date _____
(Signature from Land Surveyor, Architect or Engineer)



After Construction verification – I certify that the structure was floodproofed as proposed.

Signed _____ Date _____
(Signature from Engineer or Architect)

