



## Development Engineering

Location: 400 W. Gowe  
 Mail to: 220 4th Avenue S., Kent, WA 98032-5895  
 (253) 856-5490  
 KentWA.gov/permitcenter

Rtg. Type <b>FZ</b>	Tracking Number
Permit Name	
Date Submitted	
Projected Review Date	

# Flood Zone Permit Application

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Description of Project: \_\_\_\_\_

<b>Owner</b>	
Name: _____	
Address: _____	
City: _____	Zip: _____
Phone: _____	
Email: _____	

<b>Project Contact (if different than owner)</b>	
Name: _____	Company: _____
Relation to owner: _____	
Address: _____	
City: _____	Zip: _____
Phone: _____	
Email: _____	

<b>Project Architect/Engineer</b>	
Name: _____	Company: _____
Address: _____	
City: _____	Zip: _____
Phone: _____	
Email: _____	

<b>Project Contractor</b>	
Name: _____	Company: _____
Address: _____	
City: _____	Zip: _____
Phone: _____	
E-mail: _____	

<b>Project Surveyor</b>	
Name: _____	Company: _____
Address: _____	
City: _____	
Phone: _____	
Email: _____	

### SECTION 1: General Provisions (APPLICANT to read and sign):

- No work of any kind may start until a permit is issued.
- The permit may be revoked if any false statements are made herein.
- If application revisions are directed by City of Kent, all work must cease until permit is re-issued.
- Development shall not be used or occupied until a Certificate of Occupancy (Commercial) or Final Inspection (Residential) is issued.
- The permit will expire if no work is commenced within six months of issuance.  
(See Construction Standards Section 1.15F)
- Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
- Applicant hereby gives consent to the Director or their representative to make reasonable inspections required to verify compliance.
- THE APPLICANT, CERTIFIES THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

APPLICANT'S SIGNATURE:

\_\_\_\_\_

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

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I am either the owner of the property described or I represent the owner or contractor as signified above and am acting with the owner/contractor's full knowledge and consent.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## SECTION 2: DESCRIPTION OF WORK (To be completed by the applicant)

### A. STRUCTURAL DEVELOPMENT

#### ACTIVITY TYPE

- New Structure
- Addition
  - Ground Level
  - Above Ground
- Alteration
- Remodel
- Relocation
- Demolition
- Replacement

#### STRUCTURE TYPE

- Residential
- Non-Residential
  - Floodproofing in lieu of elevation?  Yes
- Combined Use (Residential & Commercial)  
Note: Mixed use structures must adhere to requirements for residential construction.
- Manufactured (Mobile) Home
  - In Manufactured Home Park?  Yes

### B. SUBSTANTIAL IMPROVEMENT DETERMINATION

Project includes modifications to existing structures.

- Yes  No (Skip B and proceed to C)

Estimated cost of proposed building construction, excluding site work

\$ \_\_\_\_\_

Source of construction cost estimate: \_\_\_\_\_

Improvements value from King County Assessor's Office:

\$ \_\_\_\_\_

Existing structures valuation from other source (optional)

\$ \_\_\_\_\_

Source of valuation: \_\_\_\_\_

### C. OTHER DEVELOPMENT ACTIVITIES

- Clearing  Fill  Mining  Drilling  Grading
- Excavation (Except for structural development checked above)
- Watercourse alteration (Including dredging and channel modifications)
- Drainage improvements (Including culvert work)
- Levee construction
- Road, street or bridge construction
- Subdivision (New or expansion)
- Individual water or sewer system
- Utility construction (above and below ground)
- Other (Please specify) \_\_\_\_\_

After completing SECTION 2, APPLICANT should submit form to the City of Kent Permit Center.

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## SECTION 3: REQUIRED APPLICANT DOCUMENTS (As requested by the Director)

Required Received

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Development Plans (required for all developments) <ul style="list-style-type: none"><li>• Drawing scale</li><li>• Existing structures</li><li>• Adjacent water bodies</li><li>• Adjacent roads</li><li>• Proposed development</li><li>• Special Flood Hazard Area boundaries and base flood elevations (available from the FEMA Map Service Center website: <a href="https://msc.fema.gov/portal/home">https://msc.fema.gov/portal/home</a>)</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Habitat Assessment to document compliance with the Puget Sound Biological Opinion Report (see provided Habitat Assessment Procedures document for more information)  |

Additional information, if applicable:

Required Received

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Structure anchoring  |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevation of lowest floor  |
| <input type="checkbox"/> | <input type="checkbox"/> | Bottom of crawlspace elevation   |
| <input type="checkbox"/> | <input type="checkbox"/> | Lowest adjacent grade  |
| <input type="checkbox"/> | <input type="checkbox"/> | Types of water-resistant materials used below first floor  |
| <input type="checkbox"/> | <input type="checkbox"/> | Details of floodproofing and elevation of floodproofing measures   |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood venting size, elevation from ground, locations and indication if openings are engineered   |
| <input type="checkbox"/> | <input type="checkbox"/> | If engineered flood openings are proposed the applicant must provide supporting engineering documentation for qualifying open area of flood vents. |
| <input type="checkbox"/> | <input type="checkbox"/> | Subdivisions of land   |
| <input type="checkbox"/> | <input type="checkbox"/> | Extent of watercourse relocation   |
| <input type="checkbox"/> | <input type="checkbox"/> | Landform alterations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Top of new compacted fill elevation (NAVD 88)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Compensatory storage   |
| <input type="checkbox"/> | <input type="checkbox"/> | Calculation of storage volume losses from fill placed as a result of proposed development  |
| <input type="checkbox"/> | <input type="checkbox"/> | Calculation of on-site volume balancing provided by proposed compensatory storage  |
| <input type="checkbox"/> | <input type="checkbox"/> | Project specifications   |
| <input type="checkbox"/> | <input type="checkbox"/> | No net rise analysis from registered engineer for allowable projects located in the floodway   |
| <input type="checkbox"/> | <input type="checkbox"/> | FEMA Elevation Certificate(s) (see provided Elevation Certificate Procedures document for more information)  |
| <input type="checkbox"/> | <input type="checkbox"/> | FEMA Floodproofing Certificate(s)  |

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## SECTION 4: FLOODPLAIN DETERMINATION (To be completed by the Director):

The proposed development is located on FIRM Panel No. \_\_\_\_\_,

FIRM Panel Date \_\_\_\_\_.

Attach FEMA FIRMette or map prepared by City of Kent, if available.

### Floodplain determination:

- Development is not located in a Special Flood Hazard Area and no flood zone permit is required
- Parcel is located in a Special Flood Hazard Area, but development is not, and no flood zone permit is required
- Development is located in a Special Flood Hazard Area and a flood zone permit is required
  - FIRM Zone designation: \_\_\_\_\_
  - Base Flood Elevation: \_\_\_\_\_ NAVD 88
  - Substantial Improvement? Yes
  - Floodway? Yes

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

## SECTION 5: PERMIT APPLICATION DETERMINATION (To be completed by the Director)

- Determination checkboxes
  - Is in conformance with KCC 14.09, (date of code: \_\_\_\_\_) and a Flood Zone Permit is issued for the proposed development
  - Date of determination: \_\_\_\_\_
  - Is not in conformance with KCC 14.09, (date of code: \_\_\_\_\_) and applicant must revise and resubmit application per written summary of deficiencies provided by the Director
  - Date of determination: \_\_\_\_\_
  - Resubmittal of revised development plan by applicant:  Yes
  - Date of applicant resubmittal: \_\_\_\_\_
  - Revised development plan is in conformance with KCC 14.09:  Yes

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APPEALS:      Appealed to Board of Appeals?      Yes No

Hearing date: \_\_\_\_\_

Appeals Board Decision - Approved? Yes No

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

## SECTION 6: Applicant Submittals (To be completed by the Director)

- Prior to Start of Construction
  - Items specified in Section 4: Required Applicant Documents
  - Submittals are in conformance with KCC 14.09, (date of code: \_\_\_\_\_): Yes No
    - Description of non-conforming submittal: \_\_\_\_\_
    - Date received: \_\_\_\_\_
    - Date of notification of non-conformance sent to applicant: \_\_\_\_\_
    - Received revision in conformance with KCC 14.09: Yes
    - Date of revision: \_\_\_\_\_
- During Construction
  - FEMA Elevation Certificate(s), if applicable, as described in included Elevation Certificate Procedures document
  - FEMA Floodproofing Certificate(s), if applicable (optional)
  - Submittals are in conformance with KCC 14.09, (date of code: \_\_\_\_\_): Yes No
    - Description of non-conforming submittal: \_\_\_\_\_
    - Date received: \_\_\_\_\_
    - Date of notification of non-conformance sent to applicant: \_\_\_\_\_
    - Received revision in conformance with KCC 14.09: Yes
    - Date of revision: \_\_\_\_\_
- Prior to Final Inspection/Occupancy
  - FEMA Elevation Certificate(s), if applicable, as described in included Elevation Certificate Procedures document
  - FEMA Floodproofing Certificate(s), if applicable
  - Calculation of compensatory storage volumes provided by project construction prepared by a licensed professional engineer (PE) or a licensed professional surveyor (PLS)
  - Submittals are in conformance with KCC 14.09, (date of code: \_\_\_\_\_): Yes No
    - Description of non-conforming submittal: \_\_\_\_\_
    - Date received: \_\_\_\_\_
    - Date of notification of non-conformance sent to applicant: \_\_\_\_\_
    - Received revision in conformance with KCC 14.09: Yes
    - Date of revision: \_\_\_\_\_

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## SECTION 7: Final Determination (To be completed by the Director):

- All required applicant submittals have been received and approved: Yes
- Director authorizes allowance of occupancy inspection, if applicable: Yes
- Director authorizes release of civil construction bond, if applicable: Yes

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

## Elevation Certificate Procedures

- Submission of a complete and correct elevation certificate is required for all projects to construct a new structure or substantially improve an existing structure located within the Special Flood Hazard Area.
- Projects for structures that do not require a Building Permit are not required to submit an Elevation Certificate; however, these structures are still required to obtain a Flood Zone Permit (FZ) and meet construction standards, including elevation or, if use of the structure allows, venting.
- Projects that do not include construction of new structures or substantial improvements to existing structures do not require an Elevation Certificate.
- Elevation Certificates must be prepared and signed by a Washington State licensed Professional Land Surveyor (PLS).
- Elevation verification will be required at multiple phases of the construction process and will be submitted to the City of Kent Building Department and reviewed by the Director. Elevation verification shall be prepared by the applicant using a FEMA Elevation Certificate form and leaving it unsigned until final acceptance. Phases 2, 3 and 4 may occur concurrently depending on the project timeline.
- The intent of this procedure is to verify elevations at a time when there is still something that can be done to fix possible deficiencies, especially those involving elevation of the lowest finish floor or a crawlspace.
- Elevation certificates are required as follows:
  1. Prior to construction of foundation to establish survey benchmarks, Base Flood Elevation, Flood Protection Elevation and planned construction elevations. Elevation Certificate Section D Comments to include description of Elevation Certificate as being prepared prior to start of construction.
  2. Upon completion of the building foundation:
    - a. Raised foundations will verify the elevation at the top of stem wall and lowest elevation within the crawlspace.
    - b. Slab-on-grade foundations will verify the elevation at the top of slab.
    - c. Elevation Certificate Section D Comments to include description of Elevation Certificate as being prepared during construction, regardless of type of foundation.
  3. Upon installation of flood vents to verify quantity, location, open area and bottom elevation of installed flood vents. Elevation Certificate Section D Comments to include description of Elevation Certificate as being prepared during construction.
  4. Upon installation of lowest elevation mechanical and electrical equipment serving the building. Elevation Certificate Section D Comments to include description of Elevation Certificate as being prepared during construction.
  5. Prior to authorization of building occupancy inspection, finished construction Elevation Certificate shall be submitted for review. Occupancy is dependent upon approval of the finished construction Elevation Certificate. Occupancy inspection may only be requested once finished construction Elevation Certificate is approved.

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## **Puget Sound Biological Opinion Report Compliance**

- The City of Kent is required to document compliance with the Puget Sound Biological Opinion Report (BiOp) issued by the National Marine Fisheries Service (NMFS) on September 22nd, 2008.
- The City of Kent adopts FEMA's BiOp Door 3 process, which indicates that BiOp compliance will be documented on a permit-by-permit review basis.
- All developments within a Special Flood Hazard Area (SFHA) are required to document BiOp compliance.
- BiOp compliance may be documented in one of two ways
  1. Preparation of a habitat assessment by a qualified professional biologist that returns a determination of 'No Effect (NE)' or 'May Affect, Not Likely to Adversely Affect (NLAA)' species listed in the Endangered Species Act; or
  2. A letter of concurrence from the United States Fish and Wildlife Service (USFWS) and NMFS, either through direct correspondence or as part of a permit with the United States Army Corps of Engineers (USACE).
- Any habitat assessment returning a determination of 'May Affect, Likely to Adversely Affect (LAA)' will require that no development will be allowed to occur until the development plan has been modified to return a habitat assessment of NE or NLAA as described above.
- FEMA Region 10 has published guidance on preparation of habitat assessments in a guide titled 'Floodplain Habitat Assessment and Mitigation – Regional Guidance for the Puget Sound Basin.' This publication is available from the Flood Administrator and online at <https://www.fema.gov>.
- The Director will make example habitat assessments from past permit applications available to current permit applicants upon request.