



### SECTION 3 – PLAN SUBMITTAL CHECKLIST:

This checklist must be completed and included as part of the initial submittal for a Floodplain Development Permit. In the space provided left of each item, enter the page number(s) of the plans that contain the listed item. If an item is not applicable to your project, indicate N/A. Incomplete submittals will be returned for completion prior to reviewing the application.

The checklist items pertain solely to work requiring a Floodplain Development Permit. Additional information for other required City permits may also be necessary. Contact the Engineer of the Day at (913) 895-6223 for questions related to Floodplain Development Permits.

#### SECTION 3A – INFORMATION REQUIRED FOR ALL PLAN SUBMITTALS:

- \_\_\_ Plans sealed by a Kansas registered professional engineer.
- \_\_\_ Benchmark Data and datum, and FIRM reference mark. The project benchmark must be on the same datum as the current FIRM map or include conversion data.
- \_\_\_ Base Flood Elevation (BFE) at the property limits and work area.
- \_\_\_ Indicate whether the proposed work is in the floodway or flood fringe.
- \_\_\_ FEMA Floodplain Insurance Rate Map Panel Number and Effective Date.
- \_\_\_ FIRM Zone.
- \_\_\_ Legal Description of the Property.
- \_\_\_ Limits of Special Flood Hazard Area (SFHA) including floodway where applicable.
- \_\_\_ Existing contours at maximum 2 foot contour intervals.
- \_\_\_ Grading plan (If grades are altered).
- \_\_\_ Include compaction requirements for fill areas.
- \_\_\_ Location and elevation of existing and proposed construction in the SFHA, including, but not limited to: streets, pavement, retaining walls, accessory buildings, swimming pools, parking lots, driveways, trash enclosures, storage tanks, and other onsite infrastructures. Also locations of proposed underground utilities.
- \_\_\_ Proposed location and type of materials that might be stored long-term in the SFHA post-construction.

#### SECTION 3B – INFORMATION REQUIRED IF BUILDINGS ARE TO BE CONSTRUCTED, ENLARGED, OR ALTERED WITHIN THE FLOODPLAIN:

- \_\_\_ Provide elevations to verify:
  - Residential:** Basement or lowest floor at least 2 feet above BFE.
  - Non-Residential:** Lowest Floor or flood proofing 2 feet above BFE.
- \_\_\_ Anchorage of proposed structures.
- \_\_\_ Venting of enclosed areas for pressure equalization.
- \_\_\_ Electrical, heating, ventilation, plumbing, air-conditioning, and other service equipment designed or located to prevent water from entering or accumulating within the components during flooding (above BFE).
- \_\_\_ On-site waste disposal systems located to avoid impairment or contamination.

### **SECTION 3C – SUPPLEMENTARY INFORMATION:**

*NOTE: Section 3C and 3D are informational only and do not need to be submitted with a Floodplain Development Permit Application.*

Depending on the proposed project, the following items may also be required to be submitted prior to issuance of a permit. Project specific requirements will be determined during construction plan review.

- Flood Study (Hydraulic modeling).
- United States Army Corp of Engineers Section 404 Permit.
- Kansas Dept of Agriculture Division of Water Resources Permit.
- FEMA Conditional Letter of Map Change (CLOMR).
- No-rise certification (always required for any work in the floodway, sometimes required for work in the floodway fringe).
- Notification of affected adjacent communities and the Kansas Department of Agriculture Division of Water Resources for proposed alterations or relocation of watercourses.

### **SECTION 3D – REQUIRED POST-CONSTRUCTION SUBMITTAL REQUIREMENTS:**

This section indicates information that may need to be submitted AFTER construction of improvements, but prior to a Certificate of Occupancy/Completion. The plan review engineer will determine the actual requirements for your project.

Items required for building construction only:

- Post-Construction Elevation Certificate (must be certified by a Kansas licensed land surveyor).
- Flood proofing Certification (must be certified by a Kansas licensed professional engineer or architect).

Other Items:

- Certification of Fill Placement (must be certified by a Kansas licensed professional engineer).
- FEMA Approved Letter of Map Change.
- Submission of County Watershed Model updates.