



# CITY OF ROCK SPRINGS FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Planning & Zoning Division  
212 D Street  
Rock Springs WY 82901  
307.352.1540 (phone)  
307.352.1545 (fax)

**City Use Only:**

Date Received \_\_\_\_\_ File Number: \_\_\_\_\_

Approved     Approved with Conditions     Denied

Contact the Building Department at (307) 352-1540 for building permit submittal requirements.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Action: \_\_\_\_\_ By: \_\_\_\_\_

\$10.00 Application Fee

**PROPERTY INFORMATION**

**PID:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Legal Description Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Zoning: \_\_\_\_\_ Overlay: \_\_\_\_\_ Floodplain Designation: \_\_\_\_\_

**CONTACT INFORMATION**

Petitioner: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineer/Architect: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DESCRIPTION OF WORK** (Check all applicable boxes):

**1. Structural Development:**

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

**2. Structure Type:**

- Residential (Single Family)
- Residential (Multi-Family)
- Non-Residential (flood proofed)
- Non-Residential (elevated)
- Combined Use (Residential and Non-Residential)
- Manufactured Home (In Park)
- Manufactured Home (On Own Lot)
- Recreational Vehicle

**3. Cost of Project:** \_\_\_\_\_

**4. Other Development Activities** (Check all applicable boxes):

- |   |   |
|---|---|
| <input type="checkbox"/> Clearing   | <input type="checkbox"/> Watercourse Alteration (including dredging and channel modification) |
| <input type="checkbox"/> Fill   | <input type="checkbox"/> Drainage Improvements (including culvert work)                       |
| <input type="checkbox"/> Drilling   | <input type="checkbox"/> Road, Street or Bridge Construction                                  |
| <input type="checkbox"/> Grading  | <input type="checkbox"/> Subdivision (new or expansion)                                       |
| <input type="checkbox"/> Excavation (except for structural development checked above) | <input type="checkbox"/> Individual Water or Sewer System                                     |
| <input type="checkbox"/> Other (please specify) _____                                 |   |

**ADDITIONAL INFORMATION REQUIRED:**

**NOTE:** The applicant must submit the appropriate documents below before the Floodplain Development Permit application can be processed. An incomplete application will not be reviewed and will be returned to the petitioner.

- Filing Fee (\$10.00 – Please submit cash or check payable to “City of Rock Springs”)
- 4 full-size, to scale copies of a Site Plan showing the location of all structures, water bodies, adjacent roads, lot dimensions, FEMA-designated floodway & floodplain and the proposed development (folded in accordance with Diagram 1 or Diagram 2, whichever is applicable). If the full-size scaled drawing is on a size larger than 11” x 17”, then in addition to the 4 full size copies, one reduced copy no larger than 11” x 17” must also be submitted.
- Location map including the City of Rock Springs FIRM boundaries and project site.
- Subdivision/Major Site Plan. Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lessor, the applicant must provide “100 year” flood elevations if they are not otherwise available).
- Floodway Projects. “No Rise” certification, if development within the FEMA-regulated Floodway is proposed. Certification shall be prepared by a registered state of Wyoming engineer and shall include a copy of all data and hydraulic/hydrologic calculations confirming the development will not result in any increase in the height of the 100-year flood. Please note: The City reserves the right to require submission of a CLOMR to FEMA prior to approval of any project involving the Floodway.
- Remodels/Additions. Provide verification of the “market value” of the structure and verification of the cost of the new construction only utilizing the attached forms (*see pages 4-5 of this application*).
- Fill Projects. Include plans showing existing contours, proposed contours (including top of new compacted elevation) and floodplain location based upon the City’s FIRM. All work shall be located outside of the designated Floodway. Once the Fill project is complete, an “As Built” drawing showing the new contours and floodplain locations shall be submitted. No Building Permits shall be issued on the site until the City receives the As-Built drawings and verifies that the development conforms to the approved fill plans.

**In addition to the above information, the City (at its discretion) may require any of the following additional supporting information:**

- ❑ Details and specifications for all new construction and substantial improvements showing that fully enclosed areas below the lowest floor are designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs meeting this requirement must either be:
  - ❑ Certified by a registered professional engineer or architect,  
-- OR --
  - ❑ Exceed the following criteria:
    - ❑ A minimum of two openings having a total net area subject to flooding.
    - ❑ Opening shall be no higher than one foot above grade.
    - ❑ Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- ❑ Details for anchoring structures to prevent flotation collapse or lateral movement of the structure and capability of resisting the hydrostatic and hydrodynamic loads of the floodwater.
- ❑ Elevation in relation to mean sea level of the lowest floor (including basement) of all structures (existing and proposed).
- ❑ Elevation in relation to mean sea level to which any structure has been or will be flood-proofed.
- ❑ Details of tie-downs and anchors used for manufactured homes to resist flotation, collapse or lateral movement.
- ❑ Details showing that the manufactured home chassis is supported by reinforced piers or other foundation elements of equivalent strength that are no less than 36 inches in height above grade and are securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- ❑ Specifications and details showing that all new construction and substantial improvements are constructed with materials and utility equipment resistant to flood damage.
- ❑ Specifications and details that show all new construction and substantial improvements are constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- ❑ Design specifications of all new and replacement water supply systems designed to minimize or eliminate infiltration of floodwaters into the system.
- ❑ List and documentation of approval of all required state, local and federal permits
- ❑ Other: \_\_\_\_\_

**APPLICANT CERTIFICATION** (*applicant shall read, initial each line, and sign at bottom*):

- 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 revoked, all work must cease until permit is re-issued.
- Development shall not be used or occupied until a Certificate of Compliance (Section 8) is issued.
- The permit will expire if no work is commenced within six months of issuance.
- Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
- Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
- This application does not create any liability on the part of the City of Rock Springs or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder.

THE APPLICANT HEREBY CERTIFIES THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE and ALL SUCH WORK SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE ROCK SPRINGS FLOOD DAMAGE PREVENTION ORDINANCE (SECTION 13-813).

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## SUBSTANTIAL IMPROVEMENT

44 CFR 59.1 Definitions: "Substantial Improvement" means any reconstruction, rehabilitation, addition or other improvement to a structure, the total cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement.

In accordance with FEMA regulations, if the cost of improvement or the cost to repair the damage to a building exceeds 50 percent of the market value of the building, it must be brought up to current floodplain management standards. This means that people who own existing buildings that are being substantially improved will be required to make a major investment in them in order to bring them into compliance with the law.

Project costs must contain all building improvement projects worthy of a building permit, including remodeling projects, rehabilitation projects, building additions and repair and reconstruction projects. Costs include all structural costs, such as materials, labor, built-in appliances, overhead, profit and repairs made to damaged parts of the building worked on at the same time. The following items may be excluded from the determination of project costs: Plans & specifications, survey costs, permit fees, post-storm debris removal and clean up, and outside improvements (including landscaping, sidewalks, fences, yard lights, swimming pools, screened pool enclosures, detached structures (including garages, sheds and gazebos), landscape irrigation systems). Project costs include all costs incurred within a 5-year period of time and are accumulated for the purpose of determining substantial improvement.

All applicants for building permits for structures or additions to structures located within the floodplain shall submit the following:

1. Floodplain Development Permit Application.
2. Determination of project costs.
3. Market value assessment.

### Substantial Improvement Formula

Once the project costs (see page 2) and the market value (see page 3) are known, the floodplain administrator can make a determination as to whether the proposed improvement constitutes a "substantial improvement". The following formula is utilized when calculating substantial improvements:

$$\frac{\text{Cost of improvement project}}{\text{Market value of the building}} \geq 50 \text{ percent} \quad \text{Substantial Improvement Exists}$$

By example, if a proposed project will cost \$60,000 and the market value of the existing structure is \$100,000:

$$\frac{\$60,000}{\$100,000} = .6 = 60\% \quad \checkmark \text{ Substantial improvement (current floodplain management standards apply)}$$

## DETERMINING MARKET VALUE

Market value is defined as the price a willing buyer and seller agree upon. The market value reflects a building's quality, improvements, age and condition. For the purpose of determining substantial improvements, the structure only is used in the calculation of the market value. Market value does not include the land, landscaping or detached accessory structures located on the property. The City of Rock Springs considers the following as acceptable methods of determining market value:

1. An independent appraisal by a professional appraiser. The appraisal must exclude the value of the land and not use the "income capitalization approach", which bases value on the use of the property, not the structure,  
-- OR --
2. Property values used for tax assessment purposes with an adjustment recommended by the tax appraiser to reflect current market conditions (adjusted assessed value),  
-- OR --
3. The value of buildings taken from NFIP claims data (usually actual cash value).

**NOTE:** Market Value documentation shall be attached to the Determination of Project Costs worksheet and included with the Floodplain Development Permit application. The City's Floodplain Administrator will utilize the Market Value and the Project Costs to determine if a substantial improvement exists. Please be advised, in the case where a substantial improvement exists, the structure must be brought into compliance with floodplain development regulations, including elevating or flood proofing the structure.

**ITEMIZATION OF PROJECT COSTS** (to be completed by applicant):

Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Directions: Itemize all project costs in the boxes below. Attach estimate sheets to verify cost calculations.

**Project Costs**

<b>1. All structural elements, including:</b>	<b>Cost:</b>
Spread or continuous foundation footings and pilings	\$
Monolithic or other types of concrete slabs	\$
Bearing walls, tie beams and trusses	\$
Floors and ceilings	\$
Attached decks and porches	\$
Interior partition walls	\$
Exterior wall finishes (brick, stucco, siding, etc.) including painting and moldings	\$
Windows and doors	\$
Re-shingling or re-tiling a roof	\$
Hardware	\$
<b>Subtotal A:</b>	\$
<b>2. All interior finishing elements, including:</b>	<b>Cost:</b>
Tiling, linoleum, stone, or carpet over subflooring	\$
Bathroom tiling and fixtures	\$
Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)	\$
Kitchen, utility and bathroom cabinets	\$
Built-in bookcases, cabinets, and furniture	\$
Hardware	\$
<b>Subtotal B:</b>	\$
<b>3. All utility and service equipment, including:</b>	<b>Cost:</b>
HVAC equipment	\$
Plumbing and electrical services	\$
Light fixtures and ceiling fans	\$
Security systems	\$
Built-in kitchen appliances	\$
Central vacuum systems	\$
Water filtration, conditioning, or recirculation systems	\$
<b>Subtotal C:</b>	\$
<b>4. Other costs:</b>	<b>Cost:</b>
Cost to demolish storm-damaged building components	\$
Labor	\$
Overhead and profits	\$
<b>Subtotal D:</b>	\$

**5. Total Cost of Improvements (1 + 2 + 3 + 4)** \$ \_\_\_\_\_

I hereby certify that the above costs are a true and accurate assessment of the entire project costs associated with improving the property located at \_\_\_\_\_ in the City of Rock Springs, Wyoming. I further understand that, should a building permit be sought for the above property within the period of the next five years, cumulative project costs will be utilized for the purposes of calculating substantial improvements.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**\*\*\* THIS PAGE TO BE COMPLETED BY THE FLOODPLAIN ADMINISTRATOR \*\*\***

\*\*\*\*\*

**FLOODPLAIN DETERMINATION:**

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

The proposed development:

- Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- Is partially located in the SFHA, but building/development is not.
- Is located entirely in a SFHA.
- FIRM zone designation is \_\_\_\_\_.
- "100-year" flood elevation at the site is: \_\_\_\_\_ ft. NGVD (MSL).
- "100-year" flood elevation at the site is unavailable.
- Is located in the regulatory floodway.

**FLOODPLAIN PERMIT DETERMINATION:**

I have determined that the proposed development:

- Is in conformance with the provisions of 13-813 of the Ordinances of the City of Rock Springs. The permit is issued subject to the conditions attached to and made part of this permit. Conditions are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator Date

- Is NOT in conformance with the provisions of 13-813 of the Ordinances of the City of Rock Springs. The Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit a new application to the Local Administrator. Deficiencies are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator Date

**AS-BUILT ELEVATIONS:**

1. Base flood elevation is \_\_\_\_\_ ft. NGVD (MSL).
2. Actual (as-built) elevation of the top of the lowest floor, including basement, is: \_\_\_\_\_ ft. NGVD (MSL).
3. Actual (as-built) Elevation of flood proofing protection is \_\_\_\_\_ ft. NGVD (MSL).

**CERTIFICATE OF COMPLIANCE (To be completed by the Floodplain Administrator after construction):**

Certificate of Compliance issued:

Date: \_\_\_\_\_ By: \_\_\_\_\_

\*\*\*\*\*