



Floodplain Development Permit Application

Office Use Only

Application date: _____ Received By: _____ Number: FDP – _____

Board of Adjustment Reference Case: _____ SBOA Hearing Date (if pending): _____

Application Complete **Yes or No**

Applicant _____ Phone _____

Owner (if different**) _____ Phone _____

Address or Descriptive Location: _____

Present Use _____ Zoning _____ S-T-R _____

Lot _____ Block _____ Subdivision _____

Water Supply _____ Sanitary Sewer _____

Base Flood Elevation _____ Proposed Lowest Floor Elevation _____

Flood Map Effective Date _____ Flood Zone Type _____ Community Panel Number _____

Lowest Finished Floor Elevation: _____ Lowest Adjacent Grade: _____

Does the Applicant have permission from the Owner to request a rezoning of the property? **Y or **N**

Be advised that if the application is approved, additional permits are required prior to earthwork or construction.

Explanation of Project (proposed buildings and site work): _____

The following items must be submitted as part of the application. Review will not begin until all items are received.

1. A completed application form signed by all parties involved with the application
2. A check made payable to the City of Sapulpa for \$500.00 (cash will not be accepted)

3. Three (3) copies of a survey/site plan of the property:
 - All existing and proposed property lines will be shown
 - All existing buildings, proposed improvements, and their setbacks
 - All adjacent streets and widths, ROW's, utility easements, and access points/easements
 - Location of any other easements, oil wells, and/or pipelines, or overhead power lines
 - All floodplain/floodway information, boundaries, and elevations
 - All detention and storm water structures/areas
 - Minimum 2-foot contours
 - All datum, benchmark, and projection information; north arrow, scale, and location map
 - The survey must be signed and stamped by a registered surveyor or Professional Civil Engineer licensed in the State of Oklahoma
4. A copy of the recorded deed of ownership that shows the Book & Page of record
5. All engineering studies, reports and plans as required by City Code and Staff to make a final determination of compliance
6. All required state and/or Federal applications and/or permits
7. Compliance with all zoning codes and the Comprehensive Plan
8. Residential structures must have the lowest floor (including basement) elevated to 2' (two feet) above the BFE - building plans stamped and certified must be included in the application, except in the case of a platted subdivision application
9. Foundations must be constructed to withstand the forces associated with a 100-year flood event(s) and be approved by the Chief Building Official prior to a building permit issuance
10. All non-residential structures must have the lowest floor elevated to 1' (one foot) above the BFE or flood-proofed to withstand the flood depths, pressures, velocities, impact, and uplift forces associated with the 100-year flood event(s). (Elevation updated by Ordinance 2741, January 19, 2016)
11. All pad sites, areas intended for footings, and foundations shall have compaction tests conducted by the applicant as approved and designated by City Staff
12. All electrical equipment, outlets, and lines shall be elevated to minimize damage and safety concerns during a 100-year event(s). All exterior HVAC shall be elevated to a minimum of 1 foot above the BFE
13. All water and sewer connections shall have installed automatic backflow devices
14. A pre-and-post Certificate of Elevation shall be done for every structure and/or lot

You may contact the Urban Development Department with any questions. **918-248-5918**

I hereby certify that I have read and understand the above requirements.

Applicant's Signature

Date

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Fee: **\$500.00** Receipt Number: _____ Date Reviewed: _____ Reviewer: _____

Process Tracking: _____ Disposition: _____

Recommendation: **Approval** [] **Denial** []

Reason/Conditions: _____

