



City of Saratoga Springs

BUILDING DEPARTMENT

CITY HALL - 474 BROADWAY - SARATOGA SPRINGS, NY 12866

PHONE 518-587-3550 x 2511

BUILDING.OFFICE@SARATOGA-SPRINGS.ORG

APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

1. **APPLICATION MUST BE FILLED OUT COMPLETELY**, including signatures of the property owner and applicant and there must be full conformance with Chapter 120 – Flood Damage Prevention - of the City Code.
2. Submit **two** copies of all papers, including detailed construction plans and specifications.
3. To-scale drawings, showing nature, dimensions and elevations of area in question; existing or proposed structures, fill, storage of materials, drainage facilities and the location of the foregoing. Specifically, the following is required: (a) NGVD (Mean Sea Level) elevation of lowest floor, including basement of all structures; (b) description of alterations to any watercourse; (c) statement of techniques to be employed to meet requirements to anchor structures, use flood-resistant materials and construction practices; (d) show new and replacement potable water supply and sewage systems will be constructed to minimize flood damage hazards; (e) plans for subdivision proposal greater than 50 lots or 5 acres (which ever is least) must provide base flood elevations if they are not available; (f) additional information as may be necessary for the floodplain administrator to evaluate application.
4. Where a non-residential structure is intended to be made watertight below the base flood level, a registered professional engineer or architect must develop and/or review structural design, specifications and plans for the construction and certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the applicable provision of the local floodplain management regulations.
5. No work on the project shall be started until a permit has been issued by the flood plain administrator.
6. Applicant is hereby informed that other permits may be required to fulfill local, State and federal regulatory compliance.
7. Applicant will provide all required elevation certifications and obtain a certificate of compliance prior to any use of occupancy of any structure or other development.
8. The Floodplain Development Permit fee of **\$200.00 residential or \$300.00 commercial** (check made payable to *Commissioner of Finance*) must accompany application.

Location Information	
JOB SITE ADDRESS _____	TAX MAP ID # _____
NAME OF, DISTANCE AND DIRECTION FROM NEAREST INTERSECTION OR OTHER LANDMARK _____	
NAME OF WATERWAY _____	CID# _____
PROPERTY OWNER INFORMATION	
OWNER'S NAME _____	PHONE # _____
ADDRESS _____	FAX # _____
	OWNER'S SIGNATURE _____ DATE _____
APPLICANT INFORMATION	
APPLICANT'S NAME _____	PHONE # _____
ADDRESS _____	FAX # _____
	APPLICANT'S SIGNATURE _____ DATE _____

FOR STAFF USE ONLY:	
FILE # _____	APPLICATION # _____
DATE/TIME APPLIED _____	PERMIT # _____
RECEIVED BY _____	DATE ISSUED _____

AREA OF SPECIAL FLOOD HAZARD DEVELOPMENT INFORMATION

Complete all information regarding development in Flood Hazard Area.

PROJECT DESCRIPTION – CHECK ALL THAT APPLY

STRUCTURES

NEW CONSTRUCTION

ADDITION

ALTERATION

RELOCATION

DEMOLITION

REPLACEMENT

STRUCTURE TYPE

RESIDENTIAL (1-4 FAMILY)

RESIDENTIAL (MORE THAN 4-FAMILY)

COMMERCIAL

INDUSTRIAL

MOBILE HOME (SINGLE LOT)

MOBILE HOME (PARK)

BRIDGE OR CULVERT

ESTIMATED VALUE OF IMPROVEMENTS IF ADDITION OR ALTERATION: _____

OTHER DEVELOPMENT ACTIVITIES

FILL EXCAVATION MINING DRILLING GRADING

WATERCOURSE ALTERATION WATER SYSTEM SEWER SYSTEM

SUBDIVISION (NEW) SUBDIVISION (EXPANSION)

OTHER (EXPLAIN) _____

CERTIFICATION

APPLICATION IS HEREBY MADE FOR THE ISSUANCE OF A FLOODPLAIN DEVELOPMENT PERMIT. THE APPLICANT CERTIFIES THAT THE ABOVE STATEMENTS ARE TRUE AND AGREES THAT THE ISSUANCE OF THE PERMIT IS BASED ON THE ACCURACY THEREOF.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE UNDER LAW. AS A CONDITION TO ISSUANCE OF A PERMIT, THE APPLICANT ACCEPTS FULL RESPONSIBILITY FOR ALL DAMAGE, DIRECT OR INDIRECT, OF WHATEVER NATURE, AND BY WHOMEVER SUFFERED, ARISING OUT OF THE PROJECT HEREIN AND AGREES TO INDEMNIFY AND SAVE HARMLESS TO THE COMMUNITY FROM SUITS, ACTIONS, DAMAGES AND COSTS OF EVERY NAME AND DESCRIPTION RESULTING FROM SAID PROJECT.

FURTHER, THE APPLICANT AGREES THAT THE ISSUANCE OF A PERMIT IS NOT TO BE INTERPRETED AS A GUARANTEE OF FREEDOM FROM RISK OF FUTURE FLOODING.

THE APPLICANT CERTIFIES THAT THE PREMISES, STRUCTURE, DEVELOPMENT, ETC. WILL NOT BE UTILIZED OR OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY HAD BEEN APPLIED FOR AND RECEIVED.

SIGNATURE OF APPLICANT

DATE

