

CITY OF GOLD BAR

107 5th Street • Gold Bar, Washington 98251
(360) 793-1101 • FAX (360) 793-2282



CITY OF GOLD BAR FEMA FLOOD PLAIN PERMIT PROCEDURES

The City of Gold Bar processes floodplain permits in conjunction with single family building permits, grading permits, short sub-division applications, long sub-division applications and substantial development permit applications.

Single-Family Building Permits

1. All single-family building permits are submitted to the Utility Clerk.
2. The Utility Clerk date stamps and collects any monies due to the city.
3. The Utility Clerk distributes single-family building permits to the Director of Public Works.
4. To determine if the proposed structure lies within any Special Flood Hazard Areas, the Director of Public Works reviews the building permit utilizing the FEMA Flood Insurance Study for Snohomish County, the FIRM Flood Insurance Map and the Gold Bar Critical Areas Ordinance.
5. If the proposed structure lies outside of all Special Flood Hazard Areas, a building permit may be issued. If the proposed building lies within any Special Flood Hazard Areas the Director of Public Works will administer Gold Bar Municipal Code Chapter 15.28 (Flood Damage Control Regulations).
6. If the proposed structure lies within any Flood Hazard Area the Director of Public Works shall require the permit applicant to submit a Flood Elevation Certificate as required in Chapter 15.28 of the Gold Bar Municipal Code.
7. Upon issuance of the building permit, the permit applicant will be provided with a Flood Elevation Certificate that must be filled out by a registered professional engineer or architect. The Director of Public Works shall provide the following information from the FIRM (Flood Insurance Rate Map):
 1. Map & Panel Number;
 2. Suffix;
 3. FIRM Index Date;
 4. FIRM Panel Effective/Revised Date;

5. Flood Zone(s) and
6. Base Flood Elevations

The completed Flood Elevation Certificate shall be submitted to the City prior to occupancy. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated one (1) foot above the base flood elevation.

8. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited. Flood openings shall be required for dwelling construction and comply with GBMC 15.28.161.
9. Prior to occupancy the building inspector shall approve all flood openings and finished floor elevations.

Grading & Clearing Permits

1. All Grading & Clearing permits are submitted to the Utility Clerk.
2. The Utility Clerk date stamps and collects any monies due to the city.
3. The Utility Clerk distributes Grading & Clearing permits to the Director of Public Works.
4. To determine if the proposed grading & clearing lies within any Special Flood Hazard Areas, the Director of Public Works reviews the permit utilizing the FEMA Flood Insurance Study for Snohomish County, the FIRM Flood Insurance Map and the Gold Bar Critical Areas Ordinance.
5. If the parcel or lot proposed for filling or grading includes the FEMA Floodway, then the Director of Public Works determines if the filling or grading site would lie within the Floodway boundaries. This is done by measuring the Floodway width on the Floodway Map and comparing this distance to the proposed project's actual location as shown on the site plan submitted with the application. If yes, then the Director of Public Works informs the applicant that the application will be denied unless the applicant can provide the city with documentation from a licensed engineer, that the proposal will cause "No Rise" to the Base Flood Elevations (BFE'S). The Grading And Filling Permit shall be completed and approved prior to site activity.
6. The Public Works Department will monitor site activity to ensure compliance with the issued permit.

Subdivisions

1. All Subdivision applications are submitted to the Utility Clerk.
2. The Utility Clerk date stamps and collects any monies due to the city.
3. The Utility Clerk distributes the subdivision application to the Director of Public Works.
4. To determine if the proposed subdivision lies within any Special Flood Hazard Areas, the Director of Public Works reviews the permit utilizing

- the FEMA Flood Insurance Study for Snohomish County, the FIRM Flood Insurance Map, Gold Bar Critical Areas Ordinance and SAO.
5. For short plats, 4 or less building lots, the public Works Director approves plats that comply with all applicable codes and ordinances. If any submitted plats do not comply with Special Flood Hazard Areas, the plat is denied
 6. The Public Works Department and the City Planning Commission review all long subdivisions. If the proposed plat complies with all city codes and ordinances the Planning Commission makes a recommendation to the City Council for approval. If the proposed plat does not comply with all city codes, ordinances and shoreline regulations the Planning Commission recommends, to the City Council, denial of the proposal.
 7. The City Council approves or denies all long subdivisions.
 8. The Public Works Department inspects construction of all approved plats to ensure compliance with all plat conditions.

John Light



Public Works Director

Date: *November 18, 2005*