



# Big Horn County Land Planning

P.O. Box 29, 417 Murphy Street, Basin, WY 82410

Phone: 307-568-2424 | Fax: 307-568-2461

E-mail: [planner@bighorncountywy.gov](mailto:planner@bighorncountywy.gov)

Rec. By: _____
Date: _____
Receipt #: _____
Ref. #: FPD _____

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION (4 pages) Fee: \$300.00

This application is required following the review of a Development Application that identifies the proposed development as occurring within a designated floodplain in rural Big Horn County. An application is required for each independent instance where the floodplain is crossed by proposed development. **Submission of this form does not constitute permission to proceed with development.**

**DEVELOPMENT APPLICATION REFERENCE NUMBER:**

### OWNER INFORMATION:

Owner Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, & Zip: \_\_\_\_\_  
Phone (Daytime): \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT INFORMATION (if different from owner)\*:

Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, & Zip: \_\_\_\_\_  
Phone (Daytime): \_\_\_\_\_ Email: \_\_\_\_\_

\*Property owner(s) must sign the application.

### PROJECT INFORMATION (mark all that apply):

- | <u>ACTIVITY TYPES</u>                               | <u>CATEGORIES</u>                                       | <u>COMPONENTS</u>                            |
|---|---|--|
| <input type="checkbox"/> New construction           | <input type="checkbox"/> Residential Structure          | <input type="checkbox"/> Excavation          |
| <input type="checkbox"/> Improvement (>50%)         | <input type="checkbox"/> Non-Residential Structure      | <input type="checkbox"/> Fill                |
| <input type="checkbox"/> Improvement (<50%)         | <input type="checkbox"/> Manufactured/Mobile Home       | <input type="checkbox"/> Channelization      |
| <input type="checkbox"/> Relocation                 | <input type="checkbox"/> Bridge/Culvert                 | <input type="checkbox"/> Grading             |
| <input type="checkbox"/> Demolition                 | <input type="checkbox"/> Levee/Berm                     | <input type="checkbox"/> Clearing            |
| <input type="checkbox"/> Replacement                | <input type="checkbox"/> Road/Utility                   | <input type="checkbox"/> Mining and Dredging |
| <input type="checkbox"/> Rehabilitation             | <input type="checkbox"/> Water & Sewer/Septic Systems   | <input type="checkbox"/> Drilling            |
|   | <input type="checkbox"/> Irrigation Structure           | <input type="checkbox"/> Debris Removal      |
| <u>SPECIAL CONDITIONS</u>                           | <input type="checkbox"/> Habitat Enhancement            | <input type="checkbox"/> Wetland Impact      |
| <input type="checkbox"/> Emergency**                | <input type="checkbox"/> Stream Bank/Channel            |  |
| <input type="checkbox"/> After-the-Fact Application | <input type="checkbox"/> Subdivision (new or expansion) |  |
|   | <input type="checkbox"/> Other: _____                   |  |

\*\*Emergency activities must be authorized by a county Floodplain Administrator prior to beginning work.

### PROJECT DESCRIPTION AND PURPOSE (ATTACH SITE PLAN – SEE PAGE 3 FOR REQUIREMENTS):

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

**SITE INFORMATION:**

Longitude: \_\_\_\_\_ Latitude: \_\_\_\_\_  
PIDN or Legal Description: \_\_\_\_\_  
Flood Insurance Rate Map (FIRM) Panel No.: \_\_\_\_\_ Map Date: \_\_\_\_\_  
Watercourse Name: \_\_\_\_\_

**CERTIFICATE REQUIREMENTS FOR FLOOD HAZARD DATA:**

- **Completion of a FEMA Elevation Certificate (FEMA Form 086-0-33) is recommended**, but not required, *during the planning (construction drawing) and construction stages* to ensure that the lowest floor elevation will be at or above base flood elevation (BFE).
- **Completion of a FEMA Elevation Certificate IS REQUIRED upon completion of construction** to ensure that the lower floor elevation is at or above BFE. Non-residential structures with wet floodproofing (e.g., crawlspace venting) also require a completed Elevation Certificate. Completed forms must be submitted to the Big Horn County Land Planning Department.
- **Completion of a FEMA Floodproofing Certificate (FEMA Form 086-0-34)** is required for non-residential construction using dry floodproofing methods.

**LIST ALL APPLICABLE LOCAL, STATE AND FEDERAL PERMITS** and indicate whether they were issued, waived, denied or are pending. *(Note – all required permits must be issued (or waived) prior to the issuance of a Floodplain Development Permit.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**SIGN HERE:** *Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct. I swear that any information which may be hereafter given by me in hearing before the Big Horn County Planning and Zoning Commission or the Board of County Commissioners shall be truthful and correct. I agree to comply with all county, state and federal laws relating to the subject matter of this application. I hereby authorize representatives of Big Horn County to enter the property described herein during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering the property.*

*In signing this application, I acknowledge that the county’s acceptance of this application, site plan and review fee does not constitute approval of a permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate county agencies and payment of any fees due. I understand that additional engineering review fees may apply. I understand that it is my responsibility to determine if other permits are required and to obtain those permits accordingly.*

**Signature of Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name(s):** \_\_\_\_\_

**Signature of Applicant (if not owner):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SITE PLAN REQUIREMENTS\*:**

Please submit a detailed site plan, drawn to scale, showing the following:

- Property boundary lines of the subject property and those within the immediate vicinity
- Location of existing improvements: buildings, driveways, roads, culverts, bridges, etc.
- All wells and septic systems within 500 feet of the property
- Location of physical features in the vicinity: ponds, swales, streams, irrigation systems
- Floodplain boundaries
- Location of all fill that will be stored in the floodplain

In addition, for residential structures show:

- The existing ground elevation and calculated height of the base flood elevation
- If fill will be used:
  - Calculations for the amount of fill and specifications for fill material (type, size, etc.)

In addition, for other buildings and infrastructure, show:

- A drawing of the building(s) and/or structure(s)
- A description of flood-proofing plan

In addition, for bank stabilization, submit:

- A description of existing conditions
- A historical trend of river movement, if any
- Description of the problem and objectives
- Description of alternatives and why they were rejected
- A plan view or aerial photo of project area
- Source of the fill, amount and specifications (material, type, size, etc.)
- Calculations project will not raise BFE more than 6 inches
- A longitudinal profile of the river surface and bed
- Base flood elevation and bank full elevation
- A description of project implementation, including phases, sediment control, weed control, cleanup, etc.
- A copy of the Army Corps of Engineers permit or authorization.

For a bridge, submit:

- Drawings and specifications for the bridge certified by engineer; note that all culverts, box culverts or bridges with a span of 20' or greater must be certified by the Wyoming Department of Transportation State Bridge Engineer.
- Calculations for amount of fill
- A cross section at bridge location showing existing conditions and BFE

For utilities, submit:

- Copy of DEQ Permit
- Copy of plans for areas where utility lines will cross/intersect the floodplain (base flood elevations, elevation of the lower point of the utility line, material used, etc.).

**\*Additional information may be requested after this application  
and supporting documents are reviewed.**

**BELOW - FOR OFFICE USE ONLY**

**FLOODPLAIN DEVELOPMENT PERMIT CHECKLIST**

- Site plan submitted is complete and depicts potential flood hazard
- Subdivision proposal minimizes flood damage and protects utilities
- Elevation certificate during planning stage: Lowest floor elevation is proposed at or above BFEs
- Elevation certificate after final construction: As-built information regarding lowest floor elevation
- Non-residential: A flood-proofing certificate certifies dry floodproofing designs; elevation certificate certifies wet floodproofing designs
- Manufactured homes meet elevation and anchoring requirements
- Other: \_\_\_\_\_

**ACTION(S) TAKEN:**

Application reviewed by a County Floodplain Administrator on \_\_\_\_\_.

Approved     Approved with conditions     Denied     Variance granted

If conditional, denied or with variance, brief statement of reasoning: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Application reviewed by County Engineering on \_\_\_\_\_.

Approved     Approved with conditions     Denied     Variance granted

If conditional, denied or with variance, brief statement of reasoning: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Application reviewed by the Board of County Commissioners on \_\_\_\_\_.

Approved     Approved with conditions     Denied     Variance granted

If conditional, denied or with variance, brief statement of reasoning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairman: \_\_\_\_\_                      Member: \_\_\_\_\_

ATTEST: \_\_\_\_\_                      Member: \_\_\_\_\_

County Clerk

**IF PERMIT APPROVAL IS GRANTED:**

PERMIT # ASSIGNED: \_\_\_\_\_

DATE OF PERMIT: \_\_\_\_\_

EXPIRATION DATE OF PERMIT: \_\_\_\_\_ (365 days after issuance)