



Steps for Development – Structure in Floodplain

1. Retain a surveyor or professional engineer to determine the base flood elevation for the property and the elevation of the ground where the structure will be placed or built. Have surveyor issue an Elevation Certificate (original document – no copies allowed) based on "Construction Drawings". **Note: The base flood elevation source MUST be determined using the "FIS Profile". See item B10 of elevation certificate.
2. Provide Elevation Certificate discussed in step 1 along with a drawing of property showing where development will occur and complete Temporary (Class B) Development Permit application. Issuance of this temporary permit allows for the setting of a pad, installation of forms, pier & beams, pilings, or other framing for a foundation to establish the first floor elevation which must be at least one (1) foot above the base flood elevation. If installing a manufactured home, it may be placed on a permanent foundation so that the first floor is a minimum of one (1) foot above the Base Flood Elevation. **DO NOT POUR CONCRETE. NO CONCRETE CAN BE POURED UNTIL AN ACTUAL PERMIT IS ISSUED (SEE STEP 4 BELOW).**
3. Have surveyor or professional engineer issue a second Elevation Certificate (original document) based on "Building Under Construction". Surveyor must also provide the Professional Surveyor Certification and a detailed property survey with the location of all proposed and existing structures, proposed and existing septic tanks, the location of any floodplain and/or floodway on property, as well as a distance marker showing at least one corner of the new structure tied to the closest point of floodplain or floodway.
4. Provide the second Elevation Certificate, Professional Surveyor Certification, and survey discussed in step 3, as well as any additional forms noted on page 2, and complete the Application for (Class B) Development Permit – Structure (you must also apply for the related septic permit at this time, if needed). This permit, once approved will allow you to resume development, including the pouring of concrete, as well as all remaining construction up to completion.
5. Provide third Elevation Certificate (original document) based on "Finished Construction" once structure is complete. The final Elevation Certificate must confirm required structure elevation or acceptable flood openings, and that all machinery or equipment (air conditioning units, electrical boxes, etc.) servicing the structure is also elevated a minimum of one (1) foot above base flood elevation.

FAILURE TO PROVIDE THE FINAL ELEVATION CERTIFICATE ONCE CONSTRUCTION IS COMPLETE WILL CAUSE THE STRUCTURE TO BE DEEMED OUT OF COMPLIANCE WITH MONTGOMERY COUNTY FLOODPLAIN MANAGEMENT REGULATIONS AND SUBJECT TO ENFORCEMENT ACTIONS UP TO AND INCLUDING FINES, FEES, THE FILING OF A CIVIL LAWSUIT AND DENIAL OF ELIGIBILITY OF FEDERAL FLOOD INSURANCE COVERAGE UNDER SECTION 1316 OF THE NATIONAL FLOOD INSURANCE ACT OF 1968.

Permit Fees

Temporary (Class B) Development Permit –

Residential or Commercial	No Charge
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Class B Development Permit - Structure –

Residential (in 100 year flood plain)	\$200.00
Commercial (in 100 year flood plain)	\$150.00 + .015/sf

Septic Permit -

Residential (in 100 year flood plain)	\$295.00 + \$135.00 Flood Plain Variance Fee
Commercial (in 100 year flood plain)	\$345.00 + \$135.00 Flood Plain Variance Fee

Additional Forms to be included with step 4 permit application (1-4 attached):

1. Certificate of Conformity to Requirements of Class “B” Development Permit - Structure
2. Notification of Requirement for Final Elevation Certificate
3. Regulations for Manufactured Homes Class “B” Development Permit – Structure
(for manufactured homes only)
4. Professional Surveyor Certification
4. Variance letter for Commissioner’s Court *(for septic systems in floodplain only)*
5. Buoyancy Calculations *(for septic systems in floodplain only)*
6. Strap down design for tanks *(for septic systems in floodplain only)*

THE INSTALLATION OF A NEW SEPTIC SYSTEM, OR THE REPAIR/REPLACEMENT OF AN EXISTING SEPTIC SYSTEM IN THE FLOODWAY IS STRICTLY PROHIBITED BY THE ON-SITE SEWAGE FACILITY REGULATIONS OF MONTGOMERY COUNTY.



John K. McKinney Jr., Esq.
Floodplain Administrator

PROFESSIONAL SURVEYOR'S CERTIFICATION

Montgomery County Floodplain Development Permit No. _____
(To be completed by County Official)

OWNER NAME: _____

PROJECT NAME: _____

Site Address: _____

Legal Description: _____

Type of Development (✓all that apply): New Home Construction: _____; Manufactured Home: _____; Storage or outbuilding: _____; Other: _____ (one or more collectively referred to as "Improvements").

Description of Proposed Development:

Initial: _____ 1. I am a registered professional surveyor licensed to practice in the state of Texas.

Initial: _____ 2. I certify that the proposed Improvements have been correctly shown on the survey associated with this permit application including the Improvement's proximity to the floodplain/floodway.

Initial: _____ 3. I certify the below listed GPS coordinates (minimum of 4 points/corners) of the Improvement and affirm the linear distance of _____ as displayed on the survey, which is the length from the closest of the listed GPS coordinates of the Improvement to the closet point of reference of the floodway/floodplain.

GPS Coordinates _____

NAME: _____

SIGNATURE: _____ DATE: _____

TITLE: _____ LICENSE No. _____ (seal)

**CERTIFICATE OF CONFORMITY TO REQUIREMENTS OF
CLASS "B" DEVELOPMENT PERMIT -STRUCTURE**

STATE OF TEXAS)
COUNTY OF MONTGOMERY)

TO: Honorable Commissioners Court of Montgomery County, Texas

The undersigned holder of Class "B" Development Permit (Structure) Number _____ (whether acting individually or through a duly authorized agent or attorney) does hereby certify to the Commissioners Court of Montgomery County, Texas as follows:

1. That the undersigned permittee has accepted Class "B" Development (Structure) Permit Number _____, with any and all specified conditions and/or special provisions, as indicated on or attached to permit.

2. That the undersigned permittee acknowledges that the plans, specifications and other written material filed with the Permit/Floodplain Coordinator with the Class "B" Development Permit (Structure) Application Number _____ is incorporated by reference and made a part of this Certificate for all purposes.

3. That the undersigned permittee hereby acknowledges self to be strictly bound to the Commissioners Court to construct the development permitted under the above described Class "B" Development Permit (Structure) in strict conformity with the plans, specifications and other written material incorporated by reference in this Certificate.

Permittee Signature

Agent/Attorney of

Date

NOTIFICATION OF REQUIREMENT FOR FINAL ELEVATION CERTIFICATE

Permit No. _____

This permit is being issued using an elevation certificate based on construction drawings or building under construction. According to FEMA requirements, a final elevation certificate is required when the construction of the building is complete. The information on the final elevation certificate must include all of the applicable items in Section C2. (Please note that according to FEMA requirements all equipment and machinery servicing the building must be elevated in accordance with the minimum requirements of the Montgomery County Flood Plain Management Regulations which specify 1 foot above the base flood elevation.)

Base Flood Elevation in Flood Zone AE MUST be determined by FIS Profile on item B10 of elevation certificate.

Failure to provide the final elevation certificate once construction is complete will cause this structure to be out of compliance with the Montgomery County Flood Plain Management Regulations. For the purposes of this notice construction will be considered complete if the building is occupied. **Non-compliant structures will be subject to a denial of federal flood insurance coverage as provided under Section 1316 of the National Flood Insurance Act of 1968. Any declaration under the provisions of Section 1316 will also be recorded in the Real Property Records of Montgomery County, Texas.**

The undersigned party acknowledges receipt of this notification and indicates their intent to comply with this requirement.

Signature

Print Name

Company

Phone

**REGULATIONS FOR MANUFACTURED HOMES
(CLASS B) DEVELOPMENT PERMITS (STRUCTURE)**

DATE: _____ (CLASS B) DEVELOPMENT PERMIT (STRUCTURE) #: _____

NAME: _____

ADDRESS: _____

PHONE: _____

LOCATION OF PROPERTY: _____

SUBDIVISION: _____

SECTION: _____ BLOCK: _____ LOT(S): _____

STREET ADDRESS: _____

SURVEY NAME: _____ ABSTRACT #: _____

In conformance with the rules and regulations set forth by the National Flood Insurance Program for communities participating in the flood insurance program, Montgomery County must comply with Regulation 44 CFR Part 60.3 (8) for manufactured homes which is as follows:

Require that all manufactured homes to be placed within Zone A or AE on a community's Flood Insurance Rate Map (FIRM) shall be installed using methods and practices which minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not to be limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.

For installation of mobile homes, structurally engineered foundation designs must be provided and certified installed as designed.

If you plan to install skirting, non-rigid skirting (includes lattice work, aluminum and vinyl) that can break free is acceptable. If you are using ridged skirting (such as brick/stone/wood boards, etc.) you will need to install flood vents. Water needs to be flow underneath the structure so that the moving water forces (hydrostatic/ hydrodynamic) do not damage the foundation.

Signature of Property Owner or Agent

Date