



## CITY OF AUBURN

Community Development  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street / Auburn, WA 98001  
Tel: (253) 931-3090 / Fax: (253) 804-3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov) / [www.auburnwa.gov](http://www.auburnwa.gov)

## FLOODPLAIN DEVELOPMENT APPLICATION PACKET

**PLEASE NOTE:** City land use application forms are being revised and may be periodically updated over the next several months. Prior to any application submittal, please contact the Auburn Permit Center to confirm that you have the latest application form.

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# FLOODPLAIN DEVELOPMENT APPLICATION PACKET

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This application packet can be used for a Floodplain Development Permit and a Letter of Map Amendment. More requirements for each of these applications are discussed below in the information section of the application packet. Details on the required submittals are included on the attached submittal checklist.

### FLOODPLAIN DEVELOPMENT PERMIT INFORMATION

#### **When is a Floodplain Development Permit required?**

A Floodplain Development Permit is required prior to conducting development activities (as defined in ACC 15.68.060) within the Regulatory Floodplain. The Regulatory Floodplain is the area of land subject to inundation by the base flood (Special Flood Hazard Area), and the Protected Area (the lands that lie within the boundaries of the floodway, the riparian habitat zone, and the channel migration area). The City of Auburn has developed a reference map to assist applicants in locating the Regulatory Floodplain. A hard copy map can be found at the City of Auburn Permit Center or accessed online at FEMA’s website at <https://msc.fema.gov/portal/search>

Please Note: Development that is subject to a Floodplain Development Permit may also require SEPA review, a City notice of application, and an opportunity for public comment in accordance with ACC 16.06.

#### **What level of Floodplain Development Permit do I need?**

##### **A. Exemption**

Per ACC 15.68.130(B) a development project is not subject to a floodplain development permit if it is located on land that the applicant shows to be:

1. Outside the Protected Area and
2. Higher than the base flood elevation.

Per ACC 15.68.130(C) Activities that do not meet the definition of “development” (Non-development Activities) are allowed in the Regulatory Floodplain without the need for a floodplain development permit, as long as all other Federal, State, and local requirements are met. The following are examples of activities not considered development:

1. Routine maintenance of landscaping that does not involve grading, excavation, or filling;
2. Removal of noxious weeds and hazard trees and replacement of non-native vegetation with native vegetation;
3. Normal maintenance of structures, such as re-roofing and replacing siding, as long as such work does not qualify as a substantial improvement;
4. Normal maintenance of above ground public utilities and facilities, such as replacing downed power lines;
5. Normal street and road maintenance, including filling potholes, repaving, and installing signs and traffic signals, but not including expansion of paved areas;
6. Normal maintenance of a levee or other flood control facility prescribed in the operations and maintenance plan for the levee or flood control facility; and
7. Plowing and other normal farm practices (other than structures or filling) on farms in existence as of the effective date of this ordinance, April 5, 2010.



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### B. Level One

Per ACC 15.68.130(D) the following activities are allowed in the regulatory floodplain without the hydrologic and hydraulic analyses required in ACC 15.68.160(C) or the habitat impact assessment required under ACC 15.68.135(J), providing all other requirements of this chapter are met, including obtaining a floodplain development permit:

1. Repairs or remodeling of an existing structure; provided, that the repairs or remodeling are not a substantial improvement or a repair of substantial damage; provided further, that no habitat impact assessment shall be required if the repair or remodel does not expand the existing building envelope.
2. Expansion of an existing structure that is no greater than 10 percent beyond its existing footprint; provided, that the repairs or remodeling are not a substantial improvement or a repair of substantial damage. This measurement is counted cumulatively from the effective date of the ordinance codified in this chapter. If the structure is in the floodway, there shall be no change in the dimensions perpendicular to flow.
3. Activities with the sole purpose of creating, restoring or enhancing natural functions associated with floodplains, streams, lakes, estuaries, marine areas, habitat, and riparian areas that meet federal and state standards, provided the activities do not include structures, grading, fill, or impervious surfaces.
4. Development of open space and recreational facilities, such as parks, trails, and hunting grounds, that do not include structures, grading, fill, impervious surfaces or removal of more than five percent of the native vegetation on that portion of the property in the regulatory floodplain.

### C. Level Two

All requirements of Level One above, plus the following:

Most developments in the Regulatory Floodplain will require an habitat impact assessment, which examines the effect of the project on water quality and aquatic and riparian habitat (assessment). Activities exempted from this requirement are listed under ACC 15.68.130 D. If the habitat impact assessment concludes the project is expected to have an adverse impact on water quality or aquatic or riparian habitat or habitat functions, the applicant shall provide a habitat mitigation plan to mitigate those impacts in accordance with Regional Guidance for Floodplain Habitat Assessment and Mitigation, FEMA Region X, 2010. This guidance document can be found on the City's Floodplain Development Regulations website: <http://www.auburnwa.gov/floodplain>. For projects or those portions of a projects located within the Protected Area, the project shall be revised to include such appropriate measures as are needed to ensure that there is no adverse effect due to the project. If the City disagrees with the information presented in the habitat impact assessment or habitat mitigation study, the City may require third-party review of the report(s) paid for by the applicant pursuant to ACC 15.68.135.L.

#### NOTE:

Projects that involve work within critical areas (e.g., wetlands, streams, steep slopes) will require the submittal of a critical areas report as described in ACC 16.10. If both a habitat impact assessment and a critical areas report are required, these reports can be combined as long as all requirements are addressed. Projects in the City's shoreline jurisdiction will also be subject to the City's shoreline regulations described in ACC 16.08 and the City's adopted Shoreline Master Program.



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## FLOODPLAIN DEVELOPMENT APPLICATION PACKET

### D. Level Three

All requirements of Level One and Two above, plus the following:

All construction plans, specifications, calculations and reports shall be prepared and meet the requirements outlined in ACC 15.68.160, ACC 15.68.161 and ACC 15.68.170. This includes a hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed development would not result in any increase in flood levels during the occurrence of the base flood discharge.

### **How long are floodplain development permits valid?**

If there has been no start of construction, a floodplain development permit shall expire 180 days after the date of issuance. Where the applicant documents a need for an extension beyond this period due to conditions beyond the applicant's control, the Floodplain Administrator may authorize one or more extensions.

### **LETTER OF MAP AMENDMENT INFORMATION**

More information about FEMA's application requirements and process for Letter of Map Amendments (LOMA) can be found at the following website: <https://www.fema.gov/letter-map-amendment-letter-map-revision-based-fill-process>

**PLEASE NOTE:** This application should not be used as a substitute for codes and regulations. Applicants are responsible for complying with all applicable City Codes and ordinances and should review all City regulations that may be applicable to their proposed project.

**QUESTIONS? PHONE 253.931.3090 or E-MAIL [development@auburnwa.gov](mailto:development@auburnwa.gov)**



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**FLOODPLAIN DEVELOPMENT  
APPLICATION PACKET**

**FLOODPLAIN DEVELOPMENT APPLICATION PACKET**

PLEASE SELECT THE SPECIFIC TYPE OF FLOODPLAIN DEVELOPMENT PERMIT FROM THE FOLLOWING LIST:

<input type="checkbox"/> LEVEL ONE FLOODPLAIN DEVELOPMENT PERMIT (NO SEPA REVIEW)	<input type="checkbox"/> LEVEL TWO FLOODPLAIN DEVELOPMENT PERMIT (SEPA REVIEW REQUIRED)
<input type="checkbox"/> LEVEL THREE FLOODPLAIN DEVELOPMENT PERMIT (SEPA REVIEW REQUIRED)	<input type="checkbox"/> LETTER OF MAP REVISION (LOMAR)/CONDITIONAL LETTER OF MAP REVISION (CLOMAR)

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE (Required):** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE (Required):** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**PROPERTY OWNER(S):**  Attach additional sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE (Required):** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted (see Letter of Authorization)**

**PROPERTY INFORMATION (REQUIRED)**

<b>SITE ADDRESS:</b> _____	<b>PROPOSED USE OF SITE:</b> _____
<b>ASSESSOR'S PARCEL ID#</b> _____	DESCRIBE HOW A STREAM, LAKE, OR OTHER WATER BODY, INCLUDING ITS SHORELINE, WILL BE ALTERED OR RELOCATED AS A RESULT OF THE PROPOSED DEVELOPMENT.
<b>LOT SIZE</b> _____	
AREA TO BE DEVELOPED (s.f.): _____	_____
EXISTING USE OF SITE: _____	_____
_____	_____
_____	_____



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**FLOODPLAIN DEVELOPMENT  
APPLICATION PACKET**

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**FLOODPLAIN DEVELOPMENT APPLICATION  
LETTER OF AUTHORIZATION**

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**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I  have not appointed anyone, or  have appointed \_\_\_\_\_, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I have applied, or will apply, for all necessary permits required by Federal, State, or City law associated with this project. I understand that I will not receive a final inspection or a certificate of occupancy until I have provided to the City copies of all applicable permits, or written proof from the appropriate authority that no such permit is necessary.
5. If my project includes the subdivision of land, I understand that I am required to record with the County Assessor's Office a Notice to Title stating that the property is located within the Special Flood Hazard Area, Riparian Habitat Zone, or Channel Migration Zone, as appropriate. I understand that I will not receive a final inspection or a certificate of occupancy until I have provided to the City proof that the notice has been recorded.
6. If my project includes a new structure, substantial improvement, or repairs to a substantially damaged structure that will be elevated, I understand that I am required to provide a properly completed, signed and sealed Elevation Certificate showing finished construction data. I understand that I will not receive a final inspection or a certificate of occupancy until I have provided this to the City.
7. If my project includes a new structure, substantial improvement, or repairs to a substantially damaged structure that will be dry floodproofed, I understand that I am required to provide a properly completed, signed and sealed Floodproofing Certificate showing finished construction data. I understand that I will not receive a final inspection or a certificate of occupancy until I have provided this to the City.
8. If my project involves a Letter of Map Amendment, upon receipt of the Federal Insurance Administrator's conditional approval of map change and prior to the approval of the proposed encroachments, I will compensate the city for all costs incurred by the city which are associated with: a. The city's adoption of floodplain management ordinances incorporating the increased base flood elevations and/or revised floodway reflecting the post-project condition; b. The city's submittal of evidence to the Federal Insurance Administrator of the city's adoption of said revised floodplain management ordinances.
9. I hereby grant permission for representatives of the City of Auburn and other any Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.
- 10. I understand that my application is being reviewed and, if appropriate, approved under interim regulations that are subject to final approval by Federal agencies. Therefore, any approved terms and conditions associated with a decision on this application may be modified by the City based on direction to do so by the Federal agencies.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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**FLOODPLAIN DEVELOPMENT APPLICATION  
SUBMITTAL CHECKLIST**

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**DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS**

Appl.  Staff

Please provide one or more compact discs containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the development review process for staff report preparation and public noticing. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in .pdf format.

**APPLICATION FEES - Make checks payable to the City of Auburn**

All applicable application fees, must be submitted with the application, except for those fees which are not invoiced until actual costs are determined. (See Current City of Auburn Fee Schedule). Please note, for Letter of Map Amendment applications, the appropriate initial fee is specified in Section 72.3 of 44 CFR Ch. I Federal Emergency Management Agency, or an exemption from fees is specified by Section 72.5 of 44 CFR Ch. I Federal Emergency Management Agency.

**APPLICATION MATERIALS – Total of one (1) electronic copy unless otherwise noted**

**Level One**

**A. APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant (**One original**)

**B. FLOODPLAIN DEVELOPMENT APPLICATION CERTIFICATION** Provide **one (1) original** letter of certification contained with this application packet inclusive of all required signatures.

**C. FLOODPLAIN DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST (1 copy)** Addressing Submittal of Written Materials and Drawings with Plans.

**D. SCALE & LEGIBILITY** - All drawings and plans must be to scale (engineering scale) no less than 1" = 100' (**1:50 or greater is preferred**) and should have a maximum sheet size of **24"x36"**. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property at an appropriate scale and orientation to the other sheets shall be provided. All geographic information portrayed by the floodplain development permit drawings shall be accurate and legible. A north arrow and graphic scale must be provided for each drawing and plan.

**E. DEVELOPMENT SITE PLANS** - The Floodplain Development Site Plan(s) must be prepared by a professional land surveyor or engineer licensed in the State of Washington and the following information shall be shown on the drawing:

- 1. The name of the proposed floodplain development.
- 2. Name, stamp and signature of the professional engineer and professional land surveyor both licensed in the State of Washington who prepared the floodplain development drawings and associated plans together with their address, e-mail, and phone number.



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- 3. Name, address, e-mail address and phone number of the applicant.
- 4. Name, address, e-mail address and phone number of each property owner.
- 5. Section, Township and Range of the development.
- 6. Legal description.
- 7. Blank 4" X 4" box for City date and other stamps at lower right.
- 8. Date plan was prepared and space for revisions dates on subsequent resubmittals.
- 9. Vicinity Map: A vicinity map sufficient to define the location and boundaries of the proposed floodplain development with respect to surrounding property, streets and other major man-made and natural features.
- 10. The nature, location, dimensions, and elevations of the property in question.
- 11. Names and location of all lakes, water bodies, waterways and drainage facilities within 300 feet of the site. Include the Washington Department of Natural Resources water types for any streams shown.
- 12. The elevations of the 10-, 50-, 100-, and 500-year floods, where the data are available. Additionally, for property located within the Special Flood Hazard Area (SFHA), base flood elevations shall be included as required in ACC 15.68.060.B.3.
- 13. The boundaries of the Regulatory Floodplain, SFHA, floodway, riparian habitat zone, and channel migration area, delineated in accordance with ACC 15.68. (The riparian habitat zone shall be delineated on the site plan for all development proposals within 300 feet of any stream or shoreline in the Regulatory Floodplain).
- 14. The proposed drainage system including, but not limited to storm sewers, overland flow paths, detention facilities and roads.
- 15. Existing and proposed structures, fill, pavement and other impervious surfaces, and sites for storage of materials.
- 16. All wetlands – Show rating category and size (area).
- 17. Designated fish and wildlife habitat conservation areas.
- 18. Existing native vegetation and proposed revegetation (see ACC 15.68.161D). Depict and calculate area for existing native vegetation, vegetation proposed to be removed, and revegetation proposed.



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**F. PROJECTS INVOLVING REGRADING, EXCAVATION, OR FILLING**

1. Include proposed post-development terrain at one foot contour intervals on the site plan.

**G. PROJECTS INVOLVING A NEW STRUCTURE, SUBSTANTIAL IMPROVEMENT, OR REPAIRS TO A SUBSTANTIALLY DAMAGED STRUCTURE THAT WILL BE ELEVATED**

1. Include the Floodplain Elevation (FPE) for building site(s) and the proposed elevations of the following:
- a. The top of bottom floor (including basement, crawlspace, or enclosure floor).
  - b. The top of the next higher floor.
  - c. The top of the slab of an attached garage.
  - d. The lowest elevation of machinery or equipment servicing the structure.
  - e. The lowest adjacent (finished) grade next to structure.
  - f. The highest adjacent (finished) grade next to structure.
  - g. The lowest adjacent grade at the lowest elevation of a deck or stairs, including structural support.

**H. PROJECTS INVOLVING A NEW STRUCTURE, SUBSTANTIAL IMPROVEMENT, OR REPAIRS TO A SUBSTANTIALLY DAMAGED STRUCTURE THAT WILL BE FLOODPROOFED**

1. Include the Floodplain Elevation (FPE) for the building site and the elevation in relation to the datum of the effective FIRM to which the structure will be dry flood proofed, and a certification by a registered professional engineer or licensed architect that the dry floodproofing methods meet the floodproofing criteria in ACC 15.68.

**I. PROJECTS ENCROACHING UPON THE REGULATORY FLOODPLAIN AND CAUSING BASE FLOOD ELEVATION INCREASES**

1. **WRITTEN EXPLANATION** - Describe how the proposed changes comply with the following criteria:
- a. An evaluation of alternatives which would not result in a base flood elevation increase demonstrating why these alternatives are not feasible.
  - b. Documentation of individual legal notice to all impacted property owners within and outside of the community, explaining the impact of the proposed action on their property.
  - c. Written concurrence of the chief executive officer of any other communities impacted by the proposed actions.
  - d. Written certification that no structures are located in areas which would be impacted by the increased base flood elevation.
  - e. A request for revision of base flood elevation determination according to the provisions of Section 65.6 of 44 CFR Ch. I Federal Emergency Management Agency.
  - f. A request for floodway revision in accordance with the provisions of Section 65.7 of 44 CFR Ch. I Federal Emergency Management Agency.





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**Level Two**, including all requirements of Level One above

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**J. HABITAT IMPACT ASSESSMENT (1 copy)** Unless allowed under ACC 15.68.130 C or D, a permit application to develop in the Regulatory Floodplain shall include an assessment of the impact of the project on water quality and aquatic and riparian habitat. The assessment shall be either:

- 1. A Biological Evaluation or Biological Assessment that has received concurrence from the US Fish and Wildlife Service or the National Marine Fisheries Service, pursuant to the Endangered Species Act (Documentation of concurrence must be provided);
- 2. Documentation that the activity fits within a Habitat Conservation Plan approved pursuant to Section 10 of the Endangered Species Act;
- 3. Documentation that the activity fits within Section 4(d) of the Endangered Species Act; or
- 4. An assessment prepared in accordance with Regional Guidance on Floodplain Habitat Assessment and Mitigation, FEMA Region X, 2010. This guidance document can be found on the City’s Floodplain Regulations website: <http://www.auburnwa.gov/floodplain>.

**K. CRITICAL AREAS REPORT (1 copy)**, if applicable, addressing compliance with ACC 16.10 (Critical Areas) prepared by a qualified consultant as defined by ACC 16.10.020. Please note that if both a habitat impact assessment and a critical areas report are required, these reports can be combined as long as all requirements are met.

Known or Suspected Critical Area (s)

- Wetlands
- Stream (including Shorelines of the State)
- Wildlife Habitat Area
- Geologic Hazard Area  
Seismic, steep slope, landslide, & erosion
- Groundwater Protection Area
- Other: \_\_\_\_\_

**L. HABITAT MITIGATION PLAN (1 copy)** If the habitat impact assessment concludes the project is expected to have an adverse impact on water quality and/or aquatic or riparian habitat or habitat functions, the applicant shall provide a plan to mitigate those impacts, in accordance with Regional Guidance on Floodplain Habitat Assessment and Mitigation, FEMA Region X, 2010. This guidance document can be found on the City’s Floodplain Regulations website: <http://www.auburnwa.gov/floodplain>.

**M. OTHER FEDERAL, STATE, AND LOCAL PERMITS YOUR PROJECT WILL REQUIRE.**

Please note that the final certificate of occupancy or final inspection will not be granted until copies of all required Federal, State, and local permits or letters stating that the permit is not required are provided to the City. The City will review the list of permits submitted with your application and confirm what permits or letters need to be obtained for your project.



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**FLOODPLAIN  
APPLICATION**

**Washington State**

- Hydraulic Project Approval (WA Department of Fish and Wildlife)
- Fish Habitat Enhancement Exemption (WDFW)
- Aquatic Resources Use Authorization (WA Department of Ecology)
- Construction Stormwater General Permit (WA Department of Ecology)

**OTHERS:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Federal**

- Section 404 (US Army Corps of Engineers)
- Section 10 (US Army Corps of Engineers)
- General Bridge Act Permit (US Coast Guard)
- Private Aids to Navigation (US Coast Guard)

**OTHERS:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Level three**, including all requirements of level one and two above

Appl.  Staff

**N. HYDROLOGIC AND HYDRAULIC STUDY** Projects proposed either in the floodway or in a Special Flood Hazard Area where a floodway has not been delineated need to provide hydrologic and hydraulic assessment in accordance with ACC 15.68.160, ACC 15.68.180.B.3, and the Regional Guidance for Hydrologic and Hydraulic Studies, FEMA Region X, 2010. The guidance document can be found on the City's Floodplain Regulations website: <http://www.auburnwa.gov/floodplain>.

- 1. For projects proposed in the floodway, the applicant shall provide a certification by a registered professional engineer demonstrating through hydrologic and hydraulic analyses that the proposed development would not result in any increase in flood levels during the occurrence of the base flood discharge in accordance with ACC 15.68.160.
- 2. For projects proposed in Special Flood Hazard Areas where a floodway has not been delineated, the applicant shall provide a certification by a registered professional engineer demonstrating through hydrologic and hydraulic analyses that the proposed development and all other past or future similar developments would not cumulatively result in an increase in flood levels during the occurrence of the base flood discharge by greater than one foot in accordance with ACC 15.68.160.



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### O. APPLICATIONS FOR A LETTER OF MAP AMENDMENT/CONDITIONAL LETTER OF MAP AMENDMENT

- 1. Include all applicable application forms as required by FEMA for a Letter of Map Amendment/Conditional Letter of Map Amendment. Please note that FEMA application requirements for a Letter of Map Amendment/Conditional Letter of Map Amendment may be found at the following website: <https://www.fema.gov/letter-map-amendment-letter-map-revision-based-fill-process>