



# CITY OF OTTAWA

Community Development Department  
301 W. Madison Street, Ottawa, Illinois 61350  
815-433-0161  
www.cityofottawa.org

For Office Use:

Permit: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

The undersigned hereby makes an application for a permit to develop in a regulatory floodplain area. The undersigned agrees that all such work shall be done in accordance with the requirements of the *Flood Damage Prevention Ordinance* of the City of Ottawa and with any other applicable local, state and federal regulations. This application shall not create liability on the part of the City or any officer or employee thereof for any flood damage that results from reliance on this application, or any administrative decision made lawfully thereunder.

### Floodplain Permits are required for any “Development” activity:

**Development** means any man-made change to real estate including, but not necessarily limited to:

- (1) Demolition, construction, reconstruction, repair, placement of a building, or any structural alteration to a building.
- (2) Substantial improvement of an existing building.
- (3) Installation of a manufactured home on a site, preparing a site for a manufactured home, or installing a travel trailer on a site for more than 180 days per year.
- (4) Installation of utilities, construction of roads, bridges, culverts or similar projects.
- (5) Construction or erection of levees, dams, walls, or fences.
- (6) Drilling, mining, filling, dredging, grading, excavating, paving, or other alterations of the ground surface.
- (7) Storage of materials including the placement of gas and liquid storage tanks; and
- (8) Channel modifications or any other activity that might change the direction, height, or velocity of flood or surface waters.

Development does not include maintenance of existing buildings and facilities; resurfacing roads; or gardening, plowing, and similar practices that do not involve filling, grading, or construction of levees.

**Regulatory Floodplain** includes all areas within the floodplain limits identified on the official FEMA Flood Insurance Rate Maps and adjoining areas below the Base Flood Elevation, as provided

**Regulatory Floodway** includes any designated floodway in an AE zone or the entire Zone A Floodplain as shown on the Official FEMA Flood Insurance Rate Maps.

**Flood Protection Elevation** is an elevation not less than 2 feet above the base flood elevation.

**Compensatory Storage** is Whenever any portion of a floodplain is authorized for use, the volume of space which will be occupied by the authorized fill or structure below the base flood, or 100-year frequency flood elevation shall be compensated for and balanced by a hydraulically equivalent volume of excavation taken from below the base flood or 100-year frequency flood elevation. The excavation volume shall be at least equal to one and one-half times the volume of storage lost due to the fill or structure.

\*City Floodplain Code Requirements can be referenced in Ottawa’s Municipal Code Section 74-206.

[www.cityofottawa.org](http://www.cityofottawa.org)

\*State and Federal Regulations and Permitting Requirements can be referenced at [Protecting Illinois Waters](#)

**Property Information:****Contractor Information:**

Owner's Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Contractor Registration #: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

*Please use back of application or attach any additional information regarding property owners/contractors.  
All Contractors must be currently registered with the City of Ottawa.*

**Site Information:**

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Describe proposed Development: \_\_\_\_\_

**Submittal Requirements**

- Location and detail of grading, fill, and methods to stabilize soil and protection of stormwater inlets
- Copies of any other required state or federal permits or approvals (if applicable)
- Copies of any other local permits (right of way, sewer/water, electric, plumbing, building, etc.)
- For buildings, please include:
  - Site plan of the property detailing all existing and proposed buildings, structures, service facilities, roads, waterbodies, and other pertinent design features. Where applicable, plans shall address:
    - Anchoring
    - Flood openings details
    - Proposed elevations of lowest floor (including basement or crawlspace)
    - Detail of the materials used and flood protection of all facilities/utilities servicing the building(s)
    - Engineer/Architect certifications (for floodproofed structures)
    - Detail of repairs and improvements, including cost estimate and appraisal, if necessary
    - Compensatory storage calculations demonstrating compliance with requirements

**For Buildings (check all that apply)****Activity:**

- New Structure
- Existing Structure:
- Demolition and Replacement
- Demolition
- Relocation/Elevation<sub>1</sub>
- Alteration/Addition/Improvement<sub>2</sub>
- Repair after Damage<sub>2</sub>

**Building Type:**

- Residential
- Non-residential
- Multi-use development
- Manufactured Home
- Recreational Vehicle
- Accessory Building (square footage: \_\_\_\_\_)
- Other: \_\_\_\_\_

**Elevation and Floodproofing:**

- Ground elevation will be filled at or above the BFE. Fill is extended at this level  $\geq 20'$  beyond the structure footprint. Building's lowest floor elevated at or above the FPE
- Building or addition's lowest floor will be elevated above the FPE via method alternative to fill.
  - Development utilizes fill, but fill does not meet the standards noted above.
  - Elevated on a filled stem wall
  - Elevated above an enclosed area with flood openings, designed to be internally flooded
  - Elevated with post or piles
- Nonresidential building will be designed to be watertight below the FPE
- Accessory structures & garages are built with flood resistant materials to the FPE. All electric and storage of hazardous materials is above the FPE.

**For Other Structural Development (check all that apply)**

- Deck/Patio/Gazebo
- Gas or liquid storage tank
- Fence
- Utilities, well, septic, or other service facilities

**For Other Development Activities (check all that apply)**

- Earth moving, excavation, grading, or fill
- Mining
- Road or trail construction
- Other: \_\_\_\_\_
- Bank stabilization or restoration.
- Bridge or culvert construction or alteration
- Subdivision

Application will be evaluated based on compliance with the standards outlined in the floodplain ordinance. No work of any kind may start until an application is approved and a permit is issued. The permit may be revoked if any false statements are made in this application. If revoked, all work must cease until a permit is re-issued. Applicant gives consent to the Floodplain Administrator or their representative to carry out inspections required to verify compliance. If an outside engineering consultant is required to review this permit application, the applicant will be provided a written estimate of the review fees for approval prior to the review of this application.

I/We the undersigned, being the owners(s) of the above listed property certify that the proposed work will comply with all applicable laws, codes, ordinances, and regulations of the City of Ottawa and any other applicable local, state, and federal regulation.

Applicant  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We the undersigned, certify that the proposed work is authorized by the owners(s) of the above listed property and that We/I will comply with all applicable laws, codes, ordinances, and regulations of the City of Ottawa and any other applicable local, state, and federal regulation.

Builder/Contractors signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> A relocated or elevated structure must meet the standards for a new structure.

<sup>2</sup> Alterations, additions, improvements, and repairs of nonconforming structures must also include project costs. Project costs are used to make substantial damage and substantial improvement determinations.