

DEVELOPMENT REVIEW SUBMISSION CHECKLIST

24 VSA §4424: FLOOD HAZARD AREA

(D) Mandatory provisions. All flood and other hazard area bylaws shall provide that no permit for new construction or substantial improvement shall be granted for a flood or other hazard area until after both the following:

- (i) A copy of the application is mailed or delivered by the administrative officer or by the appropriate municipal panel to the agency of natural resources.*
- (ii) Either 30 days have elapsed following the mailing or the agency delivers comments on the application.*

To ensure that a review can be completed in a timely manner, please be sure to enclose the following materials:

- Copy of the permit application and any other relevant documentation that may have been included with the permit application
- A determination by the community as to whether the proposed development is in conformance with the community's flood hazard area regulations
- A Thorough description of all proposed development within Special Flood Hazard Area (SFHA). **Please be aware that the definition of development in a flood hazard area covers any human-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials**
- Sketch or site plan showing existing and proposed contours/elevations in the same datum as the most recent NFIP Flood Insurance Rate Map (where appropriate or available), the location and extent of any proposed fill, NFIP Floodway delineation, and NFIP Floodway Fringe delineation. Please be sure to include a scale bar and elevation datum conversions (where appropriate), north arrow, roadway names, relevant landmarks, clearly labeled features for existing and/or proposed buildings, and certification by a Licensed Surveyor or Registered Professional Engineer.
- Proposed lowest floor (including basement) elevation for any residential structure and/or floodproofing elevation for any commercial structure. The elevation datum should be referenced to that of the most recent NFIP Flood Insurance Rate Map or Flood Study.

These materials should be submitted to the State Floodplain Management Coordinator at:

**VT Agency of Natural Resources
DEC/Water Quality Division
103 South Main St., Bld. 10N
Waterbury, VT 05671-0408**