



City of Ketchum
Planning & Building

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Fee Paid:
Approved Date:
Denied Date:
By:

Floodplain Management Overlay Application

OWNER INFORMATION			
Project Name:			
Owner Name:			
Mailing Address:			
Phone:			
Email:			
PROJECT INFORMATION			
Architect/Representative:			
Phone:			
Mailing Address:			
Email:			
Engineer of Record:			
Engineer Email:			
Legal Land Description:			
Project Address:			
Lot Area:			
Zoning District:			
Anticipated Use:			
Value of Construction: \$			
TYPE OF CONSTRUCTION			
<input type="checkbox"/> New	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition	<input type="checkbox"/> Other, please explain:
<input type="checkbox"/> Waterways Design Review	<input type="checkbox"/> Floodplain Development	<input type="checkbox"/> Stream Alteration	
TOTAL FLOOR AREA			
Proposed		Existing	
Basement:			
1 st Floor:			
2 nd Floor:			
3 rd Floor:			
Decks:			
Mezzanine:			
Total:			
Building Coverage:	SF	%	Curb Cut: SF %
PROPOSED SETBACKS			
Front:	Side:	Side:	Rear:
ADDITIONAL INFORMATION			
Building Height:		Parking Spaces Provided:	
Will Fill or Excavation Be Required?	Yes	No	
If Yes, Amount in Cubic Yards	Fill:	Excavation:	
Will Existing Trees or Vegetation Be Removed?	Yes	No	

Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Floodplain Management Overlay Application, in which the City of Ketchum is the prevailing party, to pay reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

Signature of Owner/Representative

Date

FLOODPLAIN MANAGEMENT OVERLAY EVALUATION STANDARDS

Please provide a narrative to address each of the criteria below.

Criteria for Evaluation of Applications: The criteria for evacuation of floodplain development permit applications, waterways design review applications, and stream alteration permit applications shall be as follows:

1. Preservation or restoration of the inherent natural characteristics of the river and creeks and floodplain areas. Development does not alter river channel.
2. Preservation of riparian vegetation and wildlife habitat, if any, along the stream bank and within the required minimum twenty-five-foot (25') setback or riparian zone. No construction activities, encroachment or other disturbance (mowing, pruning, or any other landscape activity) into the twenty-five-foot (25') riparian zone, except for restoration, shall be allowed at any time without written city approval per the terms of this chapter.
3. No development, other than development by the city of Ketchum or development required for emergency access, shall occur within the twenty-five foot (25') riparian zone with the exception of approved stream stabilization work. The planning and zoning commission may approve access to property where no other primary access is available. Private pathways and staircases shall not lead into or through the riparian zone unless deemed necessary by the planning and zoning commission.
4. A landscape plan and time frame shall be provided to restore any vegetation within the twenty-five foot (25') riparian zone that is degraded, not natural or which does not promote bank stability.
5. New or replacement planting and vegetation shall include plantings that are low growing and have dense root systems for the purpose of stabilizing stream banks and repairing damage previously done to riparian vegetation. Examples of such plantings include: red osier dogwood, common chokecherry, serviceberry, elderberry, river birch, skunk bush sumac, Bebb's willow, Drummond's willow, little wild rose, gooseberry, and honeysuckle.
6. Landscaping and driveway plans to accommodate the function of the floodplain to allow for sheet flooding. Floodwater carrying capacity is not diminished by the proposal. Surface drainage is controlled and shall not adversely impact adjacent properties including driveways drained away from paved roadways. Culvert(s) under driveways may be required. Landscaping berms shall be designed to not dam or otherwise obstruct floodwaters or divert same onto roads or other public pathways.
7. Impacts of the development on aquatic life, recreation, or water quality upstream, downstream or across the stream are not adverse.
8. Building setback in excess of the minimum required along waterways is encouraged. An additional ten foot (10') building setback is encouraged to provide for yards, decks and patios outside the twenty-five foot (25') riparian zone.

9. The top of the lowest floor of a building located in the one percent (1%) annual chance floodplain shall be a minimum of twenty-four inches (24") above the base flood elevation of the subject property.
10. The backfill used around the foundation in the floodplain shall provide a reasonable transition to existing grade but shall not be used to fill the parcel to any greater extent. Compensatory storage shall be required for any fill placed within the floodplain. An LOMA-F shall be obtained prior to placement of any additional fill in the floodplain.
11. All new buildings shall be constructed on foundations that are approved by a licensed professional engineer.
12. Driveways shall comply with effective street standards; access for emergency vehicles has been adequately provided for.
13. Landscaping or revegetation shall conceal cuts and fills required for driveways and other elements of the development.
14. (Stream Alteration Only.) The proposal is shown to be a permanent solution and creates a stable situation.
15. (Stream Alteration Only.) No increase to the one percent (1%) annual chance floodplain upstream or downstream has been certified, with supporting calculations, by a registered Idaho hydraulic engineer.
16. (Stream Alteration Only.) The recreational use of the stream, including access along any and all public pedestrian/fisher's easements, and the aesthetic beauty shall not be obstructed or interfered with by the proposed work.
17. Where development is proposed that impacts any wetland, first priority shall be to move development from the wetland area. Mitigation strategies shall be proposed at time of application that replace the impacted wetland area with a comparable amount and/or quality of new wetland area or riparian habitat improvement.
18. (Stream Alteration Only.) Fish habitat shall be maintained or improved as a result of the work proposed.
19. (Stream Alteration Only.) The proposed work shall not be in conflict with the local public interest, including but not limited to, property values, fish and wildlife habitat, aquatic life, recreation and access to public lands and waters, aesthetic beauty of the stream and water quality.
20. (Stream Alteration Only.) The work proposed is for the protection of the public health, safety and/or welfare such as public schools, sewage treatment plant, water and sewer distribution lines and bridges providing particularly limited or sole access to areas of habitation.

APPLICATION CHECKLIST

Please utilize and submit the checklist on the following pages to ensure a complete application.

FLOODPLAIN MANAGEMENT OVERLAY APPLICATION CERTIFICATION OF COMPLETENESS

Use for:

- Floodplain Development Permit
- Waterways Overlay Design Review
- Stream Alteration Permit

Project Name:

Date:

Reviewed by:

DOCUMENTS

- Application form
- Evaluation criteria narrative
- Description of proposed development
- Specifications for building construction and materials, flood proofing, filling, grading, dredging, channel improvement/changes and utilities
- Elevation and/or flood proofing certification prepared by a professional engineer for existing and proposed residential and nonresidential structures located partially or wholly in the regulatory floodplain. Said floodproofing methods shall meet the criteria in subsection 17.88.060.B of the Ketchum Municipal Code.
- Copy of letter of map amendment based on fill (LOMA-F) application for any proposed fill in the floodplain. LOMA-F approval shall be obtained from FEMA prior to issuance of a floodplain development permit.

SETS OF PLANS

- One (1) copy of full-sized; One (1) 11x17 reduced; and CD, flash drive or email (.pdf) of plans

SITE SURVEY (certified by a licensed engineer or surveyor)

- Exterior boundary lines of the property together with dimensions
- Topographic survey of the real property at a minimum of one (1) foot contour intervals, significant hillsides may be a minimum of ten (10) foot contour intervals
- Location of any existing dwelling units, other structures, fill, storage of materials, drainage facilities and all improved areas (pavement) with dimensions thereof showing the setback of each structure from the nearest property line
- Location of existing channels and ditches and other significant natural features, boundaries of floodway and floodplain, including Base Flood Elevation (BFE) and other site specific information from the studies referred to in Ketchum Municipal Code, subsection 17.88.040.A.3

- Location and elevations of adjacent streets, water supply and sewer lines, including private wells and/or septic systems
- Elevation of the lowest floor (including basement) of all structures existing and proposed partially or wholly located in the one percent (1%) annual chance floodplain, including elevation to which any structure has been or will be floodproofed
- Identification of the riparian zone and the "mean high water mark," as defined in Ketchum Municipal Code
- Location of previous stream alterations upstream, downstream and along both banks from subject lot
- Location of drainage ways, intermittent and year-round, including potential overflow channels or channel movement
- Location and dimensions of easements, private and public, within and adjacent to the proposed project together with the purpose thereof
- Location of all existing trees to be preserved and significant trees to be removed
- Indication of any zoning district overlay which affects the property (floodplain, mountain overlay or avalanche)
- Location of existing structures on adjacent properties
- Plat map of the property certified by a licensed engineer or surveyor, except tax lots

SITE PLAN

- Vicinity map
- Proposed excavation or land fill including resulting slope grades for the building pad(s), driveways and any other element of the proposed development where excavation or fill will take place
- Drainage plan including offsite improvements such as borrow ditches and culverts and including a plan for on- and off-site improvements to provide for unobstructed conveyance of floodwaters
- Location of on-site parking spaces and access thereto, including the dimensions of the spaces and the width and length of access and curb cuts
- Location and dimensions of snow storage areas
- Location of dumpster and/or garbage and recycling can storage areas, including the dimensions and proposed fencing or other screening
- Location and type of any electrical power transformers, switches and/or sectors
- Location and type of all heating, ventilation, air conditioning and other mechanical units
- Drip line of all buildings
- Percentage of the lot coverage by proposed building and parking areas together with the total square footage of the parcel of property
- Location of all proposed structures (buildings) and all improved areas (pavement, sidewalk) with dimensions thereof showing the setback of each structure from the nearest property line
- Designation of the zoning district in which the project is located
- Location of any zoning district boundary line within the proposed project or the immediate vicinity thereof
- For any building in the floodplain with an area below the lowest floor that is below the base flood elevation and has a ceiling height of five feet (5') or greater, the building owner shall sign a non-conversion agreement, that shall run with the property, promising not to improve, finish or otherwise convert the area below the lowest floor to living area and granting the city the right to inspect the enclosed area at its discretion. Such agreement shall be recorded at Blaine County's recorder's office

ARCHITECTURAL PLANS

- Floor plans of all floors at not less than one-eighth (1/8) scale
- All exterior elevations
- Roof plan including direction of snow sliding and snow clips if applicable. Location and type of all mechanical equipment and rooftop appurtenances

- Cross-section(s) of the property and proposed building adequately establishing the natural grade, finished grade, slope of land, slope of proposed accesses and grades to all public rights-of-way
- Location and type (cut sheets) of all exterior lighting
- Model or computer simulation renderings, if required at pre-application design review meeting

LANDSCAPE PLAN

- All existing vegetation over 2 inches in caliper, including size and species
- Proposed landscaping of the project including types, quantities and sizes of trees, shrubs, ground cover and other vegetation
- Proposed landscaping or other improvements within any public rights-of-way
- Location, type (materials and colors) and height of walls or fences
- Location of parking areas
- Location of vehicular and pedestrian circulation patterns, easements and proposed improvements with regard thereto
- Irrigation system for landscaping
- Drainage plan including off-site improvements

STREAM ALTERATIONS

- Copies of applications sent to the U.S. army corps of engineers (USACE) and Idaho department of water resources (IDWR) (stream alteration only). USACE and IDWR approvals shall be obtained prior to issuance of a stream alteration permit
- Cross section of proposed work (stream alteration only)
- Length of stream to be worked, type of work to be done, type of equipment to be used and starting and completion dates of work (stream alteration only)
- A valley cross section showing stream channel, floodway limits, elevations of adjacent land areas, IRF, proposed development, and high water information and a profile showing the slope of the bottom of the channel or flow line of the stream may be required upon review of all other material submitted (stream alteration only)
- A no net rise certificate, including supporting calculations, prepared by registered professional hydraulic engineer for any work proposed in the floodway