



Department of Permitting Services
 Land Development Division
 255 Rockville Pike, 2nd Floor
 Rockville, MD 20850-4166
 Phone: 311 in Montgomery County or (240)-777-0311
 Fax (240)-777-6339
<http://www.montgomerycountymd.gov/permittingservices/>



Floodplain District Permit Review Checklist (FPDP)

Project Name: _____ **Engineer/Phone No.** _____

Floodplain District Permit No.: _____

Floodplain Delineation Study: _____ **Assigned/Phone No.** _____

SWM/SC Permit No.: _____ / _____

Legend:

		<i>Submittal Date</i>	<i>Review Date</i>	<i>Initial</i>
INC	Incomplete/Incorrect	_____	_____	_____
N/A	Not Applicable	_____	_____	_____
SC	Sediment Control	_____	_____	_____
SWM	Stormwater Management	_____	_____	_____
FPDS	Floodplain Delineation Study	_____	_____	_____
FPDP	Floodplain District Permit	_____	_____	_____
DA	Drainage Area	_____	_____	_____

Design Acceptable *Date*

These checklists have been designed to provide specific instruction to engineers. All items are expected to be addressed in the first submittal. Failure to do so will result in less than a full first review. If any items marked with an asterisk (*) are not addressed, no further review of the first submittal will be made. The plan will be returned to the engineer for completion and will have to be resubmitted for a new first review. (Review fees already paid will be credited).

TO THE ENGINEER:

Your submission for plan approval has been reviewed. The review was made per the following checklists. **Please return the checklists and plan comment sheets with your resubmittal.** If you do not address a checklist item, including comments on the floodplain district plan sheets, explain your reasoning in your transmittal letter.

Floodplain District Permit (FPDP) - Supporting Information

- * _____ Transmittal **specifically** explaining the purpose of the submission. Please include a general narrative describing the proposed land disturbance and all improvements both temporary and permanent within the floodplain & buffer.
- _____ Proposed projects which increase the risk of flooding to other property owners are prohibited, unless that area subject to additional risk of flooding is purchased, placed in designated flood easement, or addressed by other means acceptable to DPS. MD Code 26.17.04.11 B6
- * _____ If Delineation Study approved by Montgomery County, a copy of MC DPS Floodplain Delineation Study approval letter placed on first sheet of Floodplain District Permit Plan Set and copy of approved Floodplain Delineation Study Plan for comparison against proposed improvements.
- * _____ Montgomery County honors Floodplain Delineations approved by Maryland National Capital Park & Planning Commission (MNCPPC), Maryland Department of the Environment (MDE), or Federal Emergency Management Agency (FEMA). In the event the study was performed as a part of the permitting of proposed construction, the approved study must demonstrate no increase risk to other



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property owners unless that area subject to additional risk of flooding is placed in designated flood easement. MD Code 26.17.04.11 B6

____ One copy current Sediment Control Plan; SCP cannot be approved before Floodplain District permit has been issued, but Floodplain District Permit must match SCP.

____ Exemptions from permit maybe granted for (in agreement with Annotated Code of Maryland MD COMAR 26.17.04.03 & 10):

(1) Agricultural drainage systems, for the purpose of lowering the level of water in the soil, with a total drainage area of 2,500 acres or less except that a drainage system financed or managed by a public drainage association is exempt only if a plan for construction, operation, and maintenance has been approved by the Secretary of Agriculture under the Agriculture Article, §8-603, Annotated Code of Maryland;

(2) The removal or demolition of residential structures

____ Clearing and grading activities in the 100-year frequency floodplain is also exempt, if the project is not located in the stream channel or floodplain of a wild and scenic river as defined in Natural Resources Article, §8-402, Annotated Code of Maryland. The changes include the following:

(1) Clearing and grading activities in the 100-year frequency floodplain when:

(a) Less than 5,000 feet of land area and less than 100 cubic yards of earth are disturbed,

(b) Habitable structures are not constructed, and

(c) Permanent or Temporary obstructions are not created that would affect the hydraulic characteristics of the floodplain.

Floodplain District Permit (FPDP) - Plan Requirements

* _____ 100-year floodplain and 25-foot buffer shown and labeled for all drainage ways with >30 acre drainage area. Labels must clearly label the Floodplain approving authority (FEMA, MDE, MNCPPC, or MC DPS) citing approved flood plain study or panel number.

_____ Proposed floodplain encroachments, except for roadways, culverts, and bridges, shall be designed to provide a minimum of 1 foot of freeboard above the elevation of the 100-year frequency flood event. In addition, the elevation of the lowest floor of all new or substantially improved residential, commercial, or industrial structures shall also be at least 1 foot above the elevation of the 100-year frequency flood event. MD Code 26.17.04.07 B. 5

* _____ If Delineation Study approve by Montgomery County, a copy of MC DPS Floodplain Delineation Study approval letter placed on first sheet of Floodplain District Permit Plan (FPDP) Set.

_____ All sheets of final package numbered consecutively with FPDP Sheet # ____ of # ____.

_____ Certificate of Floodplain Quantities placed on first sheet.

_____ Title Block: Legal subdivision and common name with lots/blocks, parcels, liber/folio, or other legal references of all properties impacted by 100yr Floodplain.

_____ Vicinity map with site outlined (1:2,000 scale) on first sheet.



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- _____ Owner/Permit Applicant name, address, phone number, and contact person on first sheet.
- _____ Sealed by P.E. on the all pages of the plan, with date and signature.
- _____ Legend of line styles
- _____ Scale (1" = 100' maximum), north arrow.
- _____ Composite sheet for large projects containing multiple sheets or sheet key for smaller studies placed on plans showing schematic overview and sequence of sheets.
- _____ Match lines corresponding sheet to sheet.
- _____ The proposed development or activity showing streets; parking lots; topography; existing or proposed easements for storm drains, sewers, and other utilities; building locations; and any proposed construction activities within the 100-year floodplain.
- * _____ Existing and proposed topography (2' contour intervals maximum) and earth disturbance to take place including indications of the volume of material and surface area involved, and any spoil or borrow involved.
- _____ Property lines and owner/legal description for adjacent properties.
- _____ Disturbed area outlined and labeled.
- _____ Erosion and sediment control provisions shown and labeled on plan view; design details not necessary.
- _____ Additional floodplain impacts to property owned by or property to be dedicated to Maryland National Capital Park and Planning Commission (MNCPPC) must have MNCPPC approval on Floodplain Delineation Study plans.



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ADMINISTRATIVE FLOODPLAIN PERMIT CHECKLIST Permit No.

For DPS use only

<p><u>Fees Tab:</u></p> <p><input type="checkbox"/> Floodplain District Permit Fee paid</p> <p><u>Conditions Tab:</u></p> <p><input type="checkbox"/> Floodplain District Permit Release Condition - Approved</p>	<p><u>Related Records:</u></p> <p><input type="checkbox"/> Linked to Sediment Control Permit.</p> <p><input type="checkbox"/> Floodplain District Permit linked to Floodplain Study</p> <p><u>Results Tab:</u></p> <p><input type="checkbox"/> Start Review Date</p> <p><input type="checkbox"/> End Review Date</p> <p><input type="checkbox"/> Status – Approved</p> <p><input type="checkbox"/> Comments – Document Waiver Information (If waived, and why).</p> <p><u>Plan Tracking:</u></p> <p><input type="checkbox"/> Plan Track out to PUBR2</p> <p><u>Log Tab:</u></p> <p><input type="checkbox"/> Log – Document Rejections, Request for Information, and Approval</p>
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