

FOR OFFICE USE ONLY: RECEIPT # _____ (Deposit) RECEIPT # _____ (Permit)

FORM #401

POTTAWATTAMIE COUNTY, IOWA FLOOD PLAIN DEVELOPMENT PERMIT APPLICATION

WHEN PERMITS ARE READY		<input type="checkbox"/> Mail them <input type="checkbox"/> Call me <input type="checkbox"/> Call the builder <input type="checkbox"/> Email me <input type="checkbox"/> Email the builder			
PROPERTY OWNER	Name				
	Mailing Address	Street			City, State, Zip
	Contact Information	Email <input type="checkbox"/>			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
	<input checked="" type="checkbox"/> Best Way to Contact				
APPLICANT (If other than property owner)	Name				
	Mailing Address	Street			City, St, Zip
	Contact Information	Email <input type="checkbox"/>			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
	<input checked="" type="checkbox"/> Best Way to Contact				
BUILDER (If other than property owners)	Name				
	Mailing Address	Street			City, State, Zip
	Contact Information	Email <input type="checkbox"/>			Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
	<input checked="" type="checkbox"/> Best Way to Contact				
PROPERTY INFORMATION	Job Site Address	<input type="checkbox"/> Same as above #1 <input type="checkbox"/> To be assigned by Planning Dept.			
	Civil Township				
	Legal Description	<input type="checkbox"/> Per Attachment			
	Parcel Number				
PROJECT DESCRIPTION	Type of Development:	<input type="checkbox"/> Filling <input type="checkbox"/> Grading/Excavation <input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Minor Improvement <input type="checkbox"/> Substantial Improvement <input type="checkbox"/> New Construction(Skip Structural Improvements) <input type="checkbox"/> Per Attachment			
	Detailed Description of Development Proposed				
STRUCTURAL IMPROVEMENTS	Is the existing structure non-conforming?	<input type="checkbox"/> Not Applicable. There is no existing structure. <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Size of existing structure				
	Value of existing structure			Source of valued of existing structure	<input type="checkbox"/> Assessor <input type="checkbox"/> Appraisal
	Size of proposed addition				
	Estimated cost of improvements				
	Type of structure being constructed/improved	<input type="checkbox"/> Residential Dwelling <input type="checkbox"/> Non-Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Other:			

	Rate Map Information	Rate Map # 19155C0-	Flood Zone <input type="checkbox"/> .2% <input type="checkbox"/> AH <input type="checkbox"/> A <input type="checkbox"/> AO <input type="checkbox"/> AE <input type="checkbox"/> X	Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	Floodway? <input type="checkbox"/> Yes <input type="checkbox"/> No	
FLOODPLAIN/FLOODWAY DATA	Is property located in a designated floodway?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If answered yes, certification must be provided prior to the issuance of a permit to develop, that the proposed development will result in no increase in the 100-year base flood elevation. No new residential or substantially improved buildings are permitted in the floodway.			
	Is property located in a designated floodway fringe?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If this permit is issued, it will be with the condition that the lowest floor (including basement) of any new or substantially improved residential building will be elevated at least 1.0 above the 100-year base flood elevation. If the proposed development is a non-residential building, this permit will be issued with the condition that the lowest floor (including basement) of a new or substantially improved non-residential building will be elevated or flood proofed to at least 1.0 foot above the 100-year base flood elevation. Detached accessory structures to a residential use may be exempt if it meets certain criteria. Contact the Planning Dept. of details.			
	MSL/NGVD=Mean Sea Level/National Geodetic Vertical Datum of 1929	Elevation of the 100-Year Base Flood				MSL/NGVD
		Elevation of the proposed development site (natural ground)				MSL/NGVD
		Required elevation/floodproofing level for lowest floor				MSL/NGVD
Proposed elevation/floodproofing level for lowest floor (including basement)					MSL/NGVD	
OTHER PERMITS	Other permits required?	Iowa Dept. of Natural Resources <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach copy of permit Corps of Engineers 404 Permit <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach copy of permit Other <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach copy of permit				

ATTACHED TO THIS APPLICATION IS THE FOLLOWING DOCUMENTATION AND/OR ATTACHMENTS:

- A. Site Plan
- B. Building Plans and Elevations Drawings
- C. FEMA Elevation Certificate
- D. Construction Estimates, including labor
- E. Appraisal/Assessment for existing structures being improved
- F. Filing Fee "Checks are to be made payable to "Pottawattamie County Treasurer" \$120.00

Note: If you are paying these fees with a credit card, there will be a 5% convenience fee in addition to a \$.50 administrative fee added to your fee total.

I CERTIFY THAT AS THE PROPERTY OWNER OF THE ABOVE-DESCRIBED PROPERTY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ACCOMPANYING DOCUMENTATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT ALL WORK WILL BE COMPLETED IN ACCORDANCE WITH THE POTTAWATTAMIE COUNTY, IOWA, CODE. ALL PROVISIONS OF THE POTTAWATTAMIE COUNTY, IOWA, FLOOD PLAIN DEVELOPMENT CODE SHALL BE COMPLIED WITH. THIS PERMIT, IF ISSUED, IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING COVERED BY THIS PERMIT. THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Property Owner	Signature	Date
	Type or Print Name	

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

DO NOT START CONSTRUCTION UNTIL PERMITS ARE RECEIVED IN THE MAIL AND PLACARDS ARE POSTED. FAILURE TO WAIT FOR PERMITS AND POST PLACARDS WILL CAUSE YOU TO HAVE TO PAY AN INVESTIGATION FEE, WHICH IS DOUBLE THAT OF ANY PERMIT FEES YOU PAY. ADDITIONALLY, FAILURE TO OBTAIN PERMITS PRIOR TO STARTING CONSTRUCTION COULD RESULT IN THE ISSUANCE OF A CITATION OF COUNTY INFRACTION. OUR GOAL IS TO HAVE PERMITS OBTAINED PRIOR TO CONSTRUCTION STARTING. PLEASE HELP US ATTAIN THIS GOAL BY APPLYING FOR AND OBTAINING YOUR PERMITS BEFORE STARTING YOUR CONSTRUCTION.

CONTRACTOR
RECONSTRUCTION/IMPROVEMENT(S) AFFIDAVIT

CONTRACTOR NAME: _____
CONTRACTOR ADDRESS: _____
IOWA CONTRACTOR'S #: _____
PROPERTY OWNER NAME: _____
PROPERTY ADDRESS: _____
LEGAL DESCRIPTION: _____
PARCEL NUMBER: _____

I hereby attest to the fact that I, or a member of my staff, personally inspected the above-mentioned property and produced the attached itemized list of repairs, reconstruction and/or remodeling list that is hereby submitted for a SUBSTANTIAL DAMAGE/IMPROVEMENT REVIEW. These damages/improvements are ALL OF THE DAMAGE/IMPROVEMENTS sustained by this structure, and that all additions, improvements or repairs proposed on the subject building are included in this estimate.

I understand that I am subject to enforcement and penalties for violation actions (s) and/or fine(s) if inspection of the property reveals that I have made repairs or improvements NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS/IMPROVEMENTS TO THIS STRUCTURE or any nonconforming or illegal structure(s)/addition(s) or repairs are included on the existing structure without having presented plans for such additions. I understand that any permit issued by Pottawattamie County pursuant to this Affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, shed or non-conforming uses or structures on the subject property.

SEE ATTACHED ITEMIZED LIST

Total Materials \$ _____
Total Labor Costs \$ _____
Overhead and Profit \$ _____
Total Cost \$ _____

Dated this _____ day of _____, 20_____.

Signature of Contractor

STATE OF IOWA)
)§
POTTAWATTAMIE COUNTY)

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the County of Pottawattamie, State of Iowa, personally appeared _____ to me known to be the person or persons named in and who executed the foregoing instrument, and acknowledged that they executed the same as her voluntary act and deed.

In Witness Whereof, I have hereunto signed my name and affix my notarial seal the day and year last above written.

Notary Public

OWNER
RECONSTRUCTION/IMPROVEMENT(S) AFFIDAVIT

CONTRACTOR NAME: _____
CONTRACTOR ADDRESS: _____
IOWA CONTRACTOR'S #: _____
PROPERTY OWNER NAME: _____
PROPERTY ADDRESS: _____
LEGAL DESCRIPTION: _____
PARCEL NUMBER: _____

I hereby attest to the fact that the repairs/improvements and/or remodeling list submitted for all of the SUBSTANTIAL DAMAGE/IMPROVEMENT REVIEW by my contractor are ALL OF THE DAMAGES/IMPROVEMENTS sustained by this structure and will be done to the existing building and all additions, improvements or repairs proposed on the subject building are included in this estimated construction herewith. NO OTHER CONTRACTOR HAS MADE OR WILL MAKE ANY REPAIRS, RECONSTRUCTION, ADDITIONS OR REMODELING TO THE ABOVE NOTED PROPERTY NOT INCLUDED IN THE ATTACHED LIST. I HAVE NOT NOR WILL I MAKE ANY REPAIRS, RECONSTRUCTION, ADDITIONS OR REMODELING TO THE ABOVE NOTED PROPERTY NOT INCLUDED IN THE ATTACHED LIST.

I understand that I am subject to enforcement and penalties for violation actions (s) and/or fine(s) if inspection of the property reveals that I have made repairs or improvements NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS/IMPROVEMENTS TO MY HOME or that I have included any nonconforming or illegal structure(s)/addition(s) or repairs are included on the existing structure without having presented plans for such additions. I understand that any permit issued by Pottawattamie County pursuant to this Affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, shed or non-conforming uses or structures on the subject property.

Dated this _____ day of _____, 20_____.

Signature of Owner

STATE OF IOWA)
)§
POTTAWATTAMIE COUNTY)

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Notary Public

**NON-CONVERSION AGREEMENT
FOR ELEVATED STRUCTURES LOCATED IN THE FLOODPLAIN
IN POTTAWATTAMIE COUNTY, IOWA**

Application has been made for a Building Permit Pottawattamie County, Iowa.

Permit # _____

Property Owner(s) _____

Property Address _____

Deed Dated _____ Deed Recorded Date/Book & Page _____

Legal Description _____

Flood Zone _____ Base Flood Elevation _____ feet (NGVD) Base Flood Elevation plus 1' at the site is _____ feet (NGVD)

Map/Panel Number _____

Effective Date _____

In consideration for the issuance of the above-described Permit for the house situated on the above-described property, the property owner agrees to the following:

1. That the enclosed area(s) below the (BFE) plus one foot shall be used solely for parking of vehicles, limited storage, and/or access to the building and will never be used for human habitation without first becoming fully compliant with the Pottawattamie County Floodplain Ordinance in effect at the time of conversion.
2. The interior portion of such enclosed area(s) shall be unfinished or constructed of flood resistant materials, with no partitioning into separate rooms.
3. The interior portion of such enclosed area(s) shall be void of utilities except for essential lighting and power as required, and cannot be temperature controlled, unless all electrical wiring components, heating, cooling, water heaters or other such mechanical equipment are elevated at least one foot above BFE.
4. The walls of the enclosed areas below the BFE shall be equipped with at least two vents which permit the automatic entry and exit of flood waters with total openings of at least one square inch for every square foot of enclosed area or FEMA approved engineered vents that are certified to provide a specific enclosure per vent. The vents shall be on at least two different walls and the bottoms of the vents shall be no more than one foot above the exterior/interior grade.
5. Any alterations or changes from these conditions constitute a violation of the floodplain permit and may render the structure uninsurable or increase the cost for flood insurance. Furthermore, violations of this agreement shall be enforced in accordance with Chapter 5.30 of the Pottawattamie County Floodplain Management Code.
6. That this Non-conversion Agreement becomes a part of Permit # _____.

Dated this _____ day of _____, 20____.

Signature of Owner

STATE OF IOWA)
)§
POTTAWATTAMIE COUNTY)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the County of Pottawattamie, State of Iowa, personally appeared _____ to me known to be the person or persons named in and who executed the foregoing instrument, and acknowledged that they executed the same as her voluntary act and deed.
In Witness Whereof, I have hereunto signed my name and affix my notarial seal the day and year last above written.

Notary Public

STATE OF IOWA)
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POTTAWATTAMIE COUNTY)

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In Witness Whereof, I have hereunto signed my name and affix my notarial seal the day and year last above written.

Notary Public