

**FLOOD PLAIN DEVELOPMENT PERMIT APPLICATION**

**Leavenworth County Planning and Zoning Department**  
**300 Walnut St., Suite 212**  
**County Courthouse**  
**Leavenworth, Kansas 66048**  
[www.leavenworthcounty.gov](http://www.leavenworthcounty.gov)  
**(913) 684-0465**

Case No. \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Owner \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, \_\_\_\_\_ City \_\_\_\_\_

State, Zip \_\_\_\_\_ State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Development Address \_\_\_\_\_

PID \_\_\_\_\_

**A. Flood Plain and Floodway Information and Sources: *(To be completed by Surveyor)***

FIRM Panel Number \_\_\_\_\_ Flood Hazard Zone(s) \_\_\_\_\_

Map Date \_\_\_\_\_ Floodway Area along \_\_\_\_\_  
(Circle One) Creek, River, Stream.

Nearest Reference Mark(s) and Elevations(s): \_\_\_\_\_

Estimated Base Flood Elevation (BFE) at the site Min. \_\_\_\_\_

Max. \_\_\_\_\_

Source(s) of BFE data if not available on FIRM Map \_\_\_\_\_

Flood Hazard Boundary Map, Floodway Map, Flood Plain Information report, Etc. (indicate Title, No., Date, Etc.) \_\_\_\_\_

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Elevation of proposed development: \_\_\_\_\_

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**B. Would the proposed development on this property be located in an Area of Special Flood Hazard?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

If YES, a Flood Plain Development Permit is required and the development must comply with the following:

Flood Plain Development Permits for new or substantially improved residential structure(s) in designated Area of Special Flood Hazard but not in a Floodway Area are conditioned on the structure(s) being elevated so the lowest floor (including basement floor) would be at least two (2) feet above the Base Flood Elevation. Flood Plain Development Permits for new or substantially improved non-residential structure(s) in designated Areas of Special Flood Hazard are conditioned on the structure(s) either being elevated so the lowest floor (including basement floor) would be at least two (2) feet above the Base Flood Elevation or, for non-residential structure(s) only, the structure(s) being flood proofed to an elevation at least two (2) feet above the Base Flood Elevation. The Permits also are conditioned on the provision of additional information and certifications as indicated in Sections E. and F. of this form. Development within Areas of Special Flood Hazard where Base Flood Elevations and Floodways have not been determined shall not be approved if the development would result in a 1-foot or greater rise in the Base Flood Elevation.

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**C. Would the proposed development on this property be located in a Floodway Area?** Yes: \_\_\_\_\_ No: \_\_\_\_\_

If YES, a Flood Plain Development Permit is required and the development must comply with the following:

Permits for proposed development in any Floodway Area within any Area of Special Flood Hazard are not issued without certification that the development would not result in any increase in the Base Flood Elevation, and the Permits are subject to the provision of additional information and certifications as indicated in Sections E. and F. of this form.

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**D. Description of Proposed Work (Check ALL items that apply. Attach plans, descriptions, blueprints, etc., as available. Provide at least a written description and sketch plan drawings(s) showing existing and proposed conditions.)**

**BUILDING/STRUCTURE**

- New
- Addition/Alteration\*
- Residential
- Non-residential
- Moving structure
- Removal/Demolition

**NON-BUILDING**

- Road, street or bridge work
- Watercourse alteration
- Drainage alteration
- Grading
- Filling
- Material Removal/Excavation
- Subdivision of land (If more than 5 acres or 50 lots, see Section E, 1, c below)

Other (Describe) \_\_\_\_\_

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\* Does the proposed work involve an addition, alteration, reconstruction, or remodeling of an existing structure? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If YES, the market value of the existing structure is \$ \_\_\_\_\_

If YES, the estimated cost for the proposed work is \$ \_\_\_\_\_

Comments or further explanation/description of work \_\_\_\_\_

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(Continue on reverse side or attach additional page(s) if needed)

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**E. Additional Information and Certifications required before a Flood Plain Development Permit is approved and to be provided by qualified, registered, professional engineer(s) or architect(s) licensed in the State of Kansas and whose services the applicant shall obtain.**

1. If the proposed development would be located in any Area of Special Flood Hazard, the following must be provided:
  - a. The Mean Sea Level (MSL) elevation proposed for the lowest floor (including basement floor) of each proposed structure, or
  - b. The Mean Sea Level (MSL) elevation to which each proposed non-residential structure would be flood proofed, and certification that the proposed development would withstand the hydrostatic and hydrodynamic loading conditions of expected flood events, and
  - c. Determination and certification of the Base Flood Elevation (BFE), including calculations, a map (to scale) showing the Base Flood boundaries, and a grading plan with maximum topographic contour intervals of five (5) feet for any development or subdivision greater than fifty (50) lots or five (5) acres, and

- d. Determination and certification that the development would not raise the Base Flood Elevation (BFE) one foot or more.
2. If the proposed development would be located in a Floodway Area, a determination and certification that the development would not result in any increase whatsoever of the Base Flood Elevation (BFE).

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**F. After Construction Elevation Certifications (To be provided by the applicant before issuance of a Zoning Permit and after completion of construction in accordance with an approved Flood Plain Development Permit.)**

1. For development located in a flood hazard area, the following certifications by a qualified, licensed, professional engineer, architect or land surveyor must be provided:
  - a. The certified as-built Mean Sea Level (MSL) elevation of the lowest floor (including basement floor) of each residential structure.
  - b. The certified as-built Mean Sea Level (MSL) flood proofed elevation of each non-residential structure, or the certified as-built Mean Sea Level (MSL) elevation of the lowest floor (including basement floor) of each nonresidential structure.

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**G. Summary of Elevation Certifications: (Attach Certification(s))**

1. The certified as-built Mean Sea Level elevation of the lowest floor (including basement floor) of each residential structure is \_\_\_\_\_ feet.
  - a. The certified as-built Mean Sea Level (MLS) flood proofed elevation of each non-residential structure is \_\_\_\_\_ feet, or the certified as-built lowest floor Mean Sea Level elevation (including basement floor) of each non-residential structure is \_\_\_\_\_ feet.

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**H. Action -- Approval, Conditional Approval or Denial**

Approved \_\_\_\_\_, The proposed development would comply with the applicable flood plain regulations and standards if constructed as indicated on the plans and/or descriptions considered for this permit. The permit is approved conditioned on the builder/property owner providing certifications by qualified, licensed, professional engineer(s), architect(s) or land surveyor(s) of the "as-built" Mean Sea Level elevation of the lowest floor(s) (including basement) of any new or substantially improved structure covered by this permit as indicated above. The permit is/is not subject to special conditions stipulated as noted with the endorsement below.

Denied \_\_\_\_\_, The proposed development would not comply with the applicable flood plain regulations and standards if constructed as indicated on the plans and/or description considered for this permit. The permit is denied. (Additional explanation is/is not attached)

**I. Other Permits Required? The applicant shall contact the other agencies and obtain and provide confirmation of whether a permit is required from the following agencies:**

Corps of Engineers Permit: \_\_\_\_\_ Kansas City Office (816) 983-3533  
State Permit: \_\_\_\_\_ Division of Water Resources (785) 296-5440  
Other: \_\_\_\_\_ e.g. Building Permit, Grading Permit, Hauling Permit, etc.

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**J. Additional Information:**

Engineer, Architect, Land Surveyor and Contractor information (as applicable)  
(Note: This information may be provided as soon as it becomes available during processing of the permit application or approval of the permit may be conditioned on the builder/property owner providing such information as soon as it becomes available.)

Engineer _____	Architect _____
Address _____	Address _____
City _____	City _____
State, Zip _____	State, Zip _____
Phone _____	Phone _____
Email _____	Email _____
Contractor _____	Surveyor _____
Address _____	Address _____
City _____	City _____
State, Zip _____	State, Zip _____
Phone _____	Phone _____
Email _____	Email _____

(Continue on reverse side or attach an additional page if needed)

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**K. Acknowledgements**

I have submitted this application for a Flood Plain Development Permit and attest that the statements and representations in this application are true and accurate to the best of my knowledge.

Builder/Property Owner \_\_\_\_\_ Date \_\_\_\_\_

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**L. Endorsement**

This application has been reviewed with respect to the information provided for this application, reference materials, maps and reports available for the administration of the Flood Plain Regulations, and the Flood Plain Regulations for Leavenworth County, Kansas, and appropriate action has been taken as indicated in Section H on this application.

Authorizing Official (Name and Title) \_\_\_\_\_

Certified Floodplain Manager: Yes \_\_\_ No \_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approval of this permit  is/is not subject to \_\_\_\_\_ stipulated special conditions as stated on the following attached page.