



City of Greeley

FLOODPLAIN DEVELOPMENT PERMIT REQUIREMENTS (Apr. 2022)

FLOODPLAIN PERMIT APPLICATION

All construction within the regulatory floodplain requires a Floodplain Development Permit per City Ordinance. The City administers floodplain development in parts of the Cache la Poudre River, South Platte River, Sheep Draw, John Law Ditch, Coal Bank Creek, Eaton Draw, and Sand Creek. This includes remodels, expansion or new construction of structures; storage of fill, machinery, or temporary structures for longer than 180 days; dry utilities such as electric, gas, telephone, cable, fiber optic, etc; and wet utilities such as storm, sanitary, potable water, non-potable water, etc.

- Applications for Floodplain Development Permits are submitted via the eTrak-It system: <https://trakit.greeleygov.com/eTRAKiT/login.aspx?lt=either&rd=~/PermitApplication/confirmation.aspx>
- Please reference all other permit and review case numbers on your floodplain permit: i.e. PUD2021-00XX or BRX2104-0XXX.
- Contact floodplain@greeleygov.com with any questions.

Floodplain Development Permits will expire one-hundred and eighty (180) days after the approval date unless construction has commenced. As a result, it is recommended to include an expected date of construction on the FDP submittal. The City Floodplain Administrator will review but not approve the FDP more than 180 days prior to planned construction.

Approval of the FDP is a determination by the Floodplain Administrator that the proposed development has been reviewed and is in compliance with floodplain management regulations. It is not a comprehensive design review and does not constitute approval or warranty of the design. It does not imply or create, and the City expressly disclaims, any liability on the part of the City or any official or employee thereof for any flood damages that result from reliance on the FDP.

FLOODPLAIN DEVELOPMENT PERMIT SUB-TYPES

The City of Greeley uses three Floodplain Development Permit subtypes, as defined below. When applying for a FDP, please select the correct sub-type in eTrak-It. If latter scoping of the projects necessitates selection of a different subtype, please contact floodplain@greeleygov.com to modify your permit application.

Floodplain Development Permits will expire one-hundred and eighty days after the approval date unless development has commenced. As a result, it is recommended to include an expected date of construction on the FDP submittal.

SUBTYPE 1 – FLOODPLAIN USE

This sub-type includes the following development activities in the **flood fringe only**.

- Above-ground utilities
- Below ground utilities
- Replacement of existing furnace, water heater or electrical
- Storage
- Fill
- Change of Use
- Site grading
- Roadway and flatwork
- Construction activity not including permanent buildings requiring a building permit.

Additionally, utility boring in the flood fringe and/or floodway may be permitted under Subtype 1, under the following conditions:

- No ground disturbance is conducted in the regulatory floodway.
- A No Rise Certification is submitted and stamped by a licensed engineer.

SUBTYPE 2 – FLOOD FRINGE DEVELOPMENT

This subtype includes the following proposed development in the **flood fringe only**:

- New Buildings requiring a building permit
- Critical Facilities
- Floodproofing
- Improvements, decks or remodels
- Substantial improvements or Substantial remodels

SUBTYPE 3 – FLOODWAY ENCROACHMENT OR FEMA LETTER OF MAP CHANGE (LOMC)

This subtype includes all projects that disturb the ground surface in a regulatory floodway or require a Letter of Map Change from FEMA, such as:

- Any modification of the regulatory floodway at ground surface (Note - boring below ground surface may utilize Subtype 1 – Floodplain Use).
- Low water trail crossings in the regulatory floodway
- Any Conditional Letter of Map Revision/Letter Of Map Revision (CLOMR/LOMR)
- Any Letter of Map Revision Based on Fill (LOMR-F)

A project requiring a CLOMR, LOMR or LOMR-F must obtain approval from FEMA **prior to City approval** of a Floodplain development permit. As a result, it is strongly recommended that any project requiring a Subtype 3 FDP submit a FDP application with Submittal requirements 1-3 below as soon as feasible.

SUBMITTAL REQUIREMENTS

Project work area in the FDP application shall match the project work area in the development plan review, as applicable. However, only the plans showing work in a regulatory floodplain are required for the FDP application submittal. The FDP application shall include the following supporting information based on FDP Permit Subtype:

SUBTYPE 1 – FLOODPLAIN USE

1. FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
 - a. Complete the permit application in e-Trakit
2. FLOODPLAIN EXHIBIT – attach as pdf in e-Trakit
 - a. Any exhibit showing all proposed alignments and footprints of proposed work must be superimposed upon a floodplain exhibit. This may include a FEMA Flood Insurance Rate Map (FIRM) or [FIRMette](#).
3. PLANS – attach as pdf in e-Trakit
 - a. Show and label the regulatory floodplain boundaries, with flood zones identified. Floodplain boundaries and flood zones can be downloaded from FEMA’s Map Service Center free of charge (see DATA REFERENCE LOCATIONS section). Note if revised due to an effective LOMR.
 - b. Label the floodplain designation/common name as identified on FEMA maps (ie A, AE, AO, AH, AE Floodway).
 - c. Show and label existing site improvements (sidewalk, trails, edge of pavement, C&G, fences, etc.) with sufficient detail for the reviewer and Contractor to confirm the work location.
 - d. Show and label proposed facilities. If any facilities are above grade, show how these items are being protected from flood damage.
 - e. Complete the following note with the correct information and include it on the plans:
 - i. FLOOD HAZARD AREA INFORMATION AS SHOWN ON FEMA FIRM, MAP NUMBER [10 digits followed by 1 letter], MAP REVISED
4. NO-RISE CERTIFICATION LETTER (sealed by a Colorado Professional Engineer). – attach as pdf in e-Trakit
 - a. If the project does not propose any disturbance of the ground surface in the floodway, Subtype 1 may be used. If disturbance in the floodway is proposed, Subtype 3 must be used.
 - b. An NRC letter shall be required for horizontal boring of utilities crossing through any regulatory floodway. See below for NRC requirements.

SUBTYPE 2 – FLOOD FRINGE DEVELOPMENT

1. FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
 - a. Complete the permit application in e-Trakit
2. FLOODPLAIN EXHIBIT– attach as pdf in e-Trakit
 - a. Any exhibit showing all proposed alignments and footprints of proposed work must be superimposed upon a floodplain exhibit. This may include a FEMA Flood Insurance Rate Map (FIRM) or [FIRMette](#).
3. PLANS – attach as pdf in e-Trakit
 - a. Show and label the regulatory floodplain boundaries, with flood zones identified. Floodplain boundaries and flood zones can be downloaded from FEMA’s Map

- Service Center free of charge (see DATA REFERENCE LOCATIONS section). Note if revised due to an effective LOMR.
- b. Label the floodplain designation/common name as identified on Denver or FEMA maps.
 - c. Show and label existing site improvements (sidewalk, trails, edge of pavement, C&G, fences, etc.) with sufficient detail for the reviewer and Contractor to confirm the work location.
 - d. Show and label proposed facilities. If any facilities are above grade, show how these items are being protected from flood damage.
 - e. Label the BFE and the bottom elevation of all above-grade facilities located in the regulatory floodplain
 - f. Complete the following note with the correct information and include it on the plans:
 - i. FLOOD HAZARD AREA INFORMATION AS SHOWN ON FEMA FIRM, MAP NUMBER [10 digits followed by 1 letter], MAP REVISED
4. ELEVATION CERTIFICATE – attach as pdf in e-Trakit
- a. Any expansion or new construction in the flood fringe requires completion and submittal of an Elevation Certificate when construction is complete, stamped by a licensed surveyor, to ensure compliance with approved plans and applicable floodplain regulations.

SUBTYPE 3 – FLOODWAY ENCROACHMENT OR FEMA LETTER OF MAP CHANGE (LOMC)

1. FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
 - a. Complete the permit application in e-Trakit
2. FLOODPLAIN EXHIBIT – attach as pdf in e-Trakit
 - a. Any exhibit showing all proposed alignments and footprints of proposed work must be superimposed upon a floodplain exhibit. This may include a FEMA Flood Insurance Rate Map (FIRM) or [FIRMette](#):
3. PLANS – attach as pdf in e-Trakit
 - a. Show and label the regulatory floodplain boundaries, with flood zones identified. Floodplain boundaries and flood zones can be downloaded from FEMA’s Map Service Center free of charge (see DATA REFERENCE LOCATIONS section). Note if revised due to an effective LOMR.
 - b. Label the floodplain designation/common name as identified on Denver or FEMA maps.
 - c. Show and label existing site improvements (sidewalk, trails, edge of pavement, C&G, fences, etc.) with sufficient detail for the reviewer and Contractor to confirm the work location.
 - d. Show and label proposed facilities. If any facilities are above grade, show how these items are being protected from flood damage.
 - e. Label the BFE and the bottom elevation of all above-grade facilities located in the regulatory floodplain
 - f. Complete the following note with the correct information and include it on the plans:
 - i. FLOOD HAZARD AREA INFORMATION AS SHOWN ON FEMA FIRM, MAP NUMBER [10 digits followed by 1 letter], MAP REVISED

In addition, one of the two following documentation pathways must be provided for approval of a Subtype 3 Floodplain Development Permit.

No Rise Condition

4A. STATEMENT OF NO IMPACT LETTER (sealed by a Colorado Professional Engineer). Also known as a “No Rise Certification,” see below for requirements.

Map Change Condition

4B. LETTER OF MAP CHANGE (LOMC) - A project requiring a CLOMR, LOMR or LOMR-F must obtain approval from FEMA **prior to City approval** of a Floodplain development permit. I

- a. Appropriate FEMA Application forms for review and signature by the Floodplain Administrator. These forms are available here: <https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms>
- b. Hydraulic model and mapping files shall be submitted to the City Floodplain Administrator.
- c. For CLOMR and LOMR submittals, *the applicant shall supply a letter sealed by a Colorado Professional Engineer from a separate firm than the Design Engineer certifying that a third party technical review has been completed.* Include a summary memo from this third party reviewer.

NO RISE CERTIFICATION LETTER (sealed & signed by a Colorado Professional Engineer)

In addition to the above SUBMITTAL requirements, Floodplain Development Permits for projects located in the regulatory floodway require a No Rise Certification letter, provided the project does not trigger a LOMC. A NRC may be required for some Subtype 1 and most subtype 3 permit applications. An NRC letter shall include:

1. A brief narrative of the proposed boring alignment through the floodway, if applicable.
2. A reference to the floodplain designation and FEMA FIRM Panel(s) where the work is proposed.
3. A reference the Plans submitted for approval, noting the Engineer’s signature date.
4. Make a statement that all new facilities associated with the project were designed to be at or below existing grade and that grades will be restored to existing conditions upon completion of the work to within 0.10 ft.
5. If any ground surface within the floodway is to be disturbed, provide existing ground survey within the project area.
6. Make a statement that the project will result in no impacts to the Base Flood Elevations and will have no adverse impacts to adjacent properties.
7. Within 30 days of construction completion, post-construction survey shall be submitted to the City Floodplain Administrator demonstrating that grades within the floodway have been constructed to within 0.10 ft of the proposed design. Post-construction survey is required for permit close-out.

DATA REFERENCE LOCATIONS

Floodplain reference information:

- www.greeleygov.com/floodplain

Floodplain Municipal Code:

- https://library.municode.com/co/greeley/codes/municipal_code?nodeId=TIT18DECO_CH18.34OVDI_ARTIIFLOVDI

Floodplain data may be viewed from:

- <https://gis3.greeleygov.com/Html5Origin/?viewer=propertyfacts>
- <https://greeleygov.com/government/gis/gis-data-downloads>
- <https://gis3.greeleygov.com/FloodPlain/index.html>
- <https://msc.fema.gov/portal/home>

Contour, benchmark and other CCD data may be downloaded from:

- <https://gis3.greeleygov.com/FloodPlain/index.html>