



Town of Loxahatchee Groves  
155 F Road, Loxahatchee Groves, Florida 33414  
Phone: (561) 793-2418 Fax: (561) 793-2420  
www.loxahatcheegrovesfl.gov

## FLOODPLAIN DEVELOPMENT APPLICATION

(Required for new construction and improvements in SFHA "AE")  
*Application fee of \$225.00 shall be paid at the time of submittal.*

Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of flood ordinance, including buildings, structures and facilities exempt from the *Florida Building Code*, which is wholly within or partially within any flood hazard area shall first make application to the Town's Floodplain Administrator and shall obtain the required permit(s) and approval(s).

**No building permits or other approvals shall be issued until compliance with the requirements of this ordinance and all other applicable codes and regulations has been satisfied.**

### PROPERTY INFORMATION:

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Parcel Control No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Value of Proposed Work (\$): \_\_\_\_\_

Occupancy/Intended Use: \_\_\_\_\_

(Describe agricultural use of building; if a non-agricultural use is also proposed, provide the percentage of the structure being used by each use.)

**REQUIRED SUBMITTAL CHECKLIST:**

Information for development in flood hazard areas shall be submitted prior to improvement: The site plan or construction documents for any development subject to the requirements of the flood ordinance shall be drawn to scale and shall include, as applicable to the proposed development:

- ┆ Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary for review of the proposed development.
- ┆ Where base flood elevations or floodway data are not included on the FIRM or in the Flood Insurance Study, they shall be established in accordance with Section 175.150(2) of the Town’s Ordinance No. 2017-19.
- ┆ Where the parcel on which the proposed development will take place will have more than 50 lots or larger than 5 acres and the base flood elevations are not included on the FIRM or in the Flood Insurance Study, such elevations shall be established in accordance with Section 175.150(3) of the Town’s Ordinance No. 2017-19.
- ┆ Location of the proposed activity and proposed structures, and locations of existing buildings and structures.
- ┆ Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
- ┆ Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
- ┆ Pre and post fill elevations and engineering analysis that the proposed fill will not exacerbate flooding on adjacent or nearby properties, will not cause conveyances systems to exceed their capacity, and will not impact the established BFE in the affected flood zone greater than 1 ft rise.
- ┆ Existing and proposed alignment of any proposed alteration of a watercourse.
- ┆ Topographic Survey shall be submitted in NAVD88 w/the conversion Factor to NGVD 29 noted on each page of the survey

**INSPECTIONS:**

Development for which a floodplain development permit or approval is required shall be subject to inspection to determine compliance with the requirements of the flood ordinance and the conditions of issued floodplain development permits or approvals.

- **Buildings, structures and facilities exempt from the Florida Building Code, lowest floor inspection:** Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility, or the owner’s authorized agent, shall submit:
  - If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
  - If the elevation used to determine the required elevation of the lowest floor was determined in accordance with Section 175.155 the Towns flood ordinance, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner’s authorized agent.

**Final Inspection:** As part of the final inspection, the owner or owner’s authorized agent shall submit a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in Division IV of the Town of Loxahatchee Groves Ordinance No. 2017-19. ***It shall be the responsibility of the applicant to schedule inspections with Town staff after the conclusion of site work***

**DECLARATION OF PROPERTY OWNER:**

I, the owner of property referenced in Page 1 of this form, do hereby certify that I have read the foregoing, and am aware of my responsibilities and liabilities for construction work on the above- described property. I do hereby covenant and agree to abide by each of the aforesaid stipulations as referenced in the Town of Loxahatchee Groves Ordinance No. 2017-19.

\_\_\_\_\_  
**PRINT OWNER NAME**

\_\_\_\_\_  
**OWNER SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**LARRY PETERS, DIRECTOR OF PUBLIC WORKS**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**JAMIE TITCOMB, TOWN MANAGER  
FLOODPLAIN ADMINISTRATOR**

\_\_\_\_\_  
**DATE**