



CITY OF SULTAN – FLOODPLAIN DEVELOPMENT PERMITTING PROCEDURES

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CITY OF SULTAN FLOODPLAIN DEVELOPMENT PERMITTING PROCEDURES

Application for a Floodplain Development Permit is made on a form supplied by the City. The fee for the application is \$75.00 with no structure and \$150.00 with a structure. Once the City has received the application and determined it complete, the City initiates a 21-day review and comment period, during which a Notice of Application is provided to City Department Heads, Snohomish County, interested State and Federal Agencies, and neighboring landowners. At the close of the review period, the City will issue a decision on issuance of the permit. The City is responsible for follow up and compliance with the terms and conditions of Floodplain Development Permits.

The City of Sultan processes Floodplain Development Permits in conjunction with Building Permits, (Grading Permits, Critical Areas Permits), and Shoreline Development Permits. Floodplain Development Regulations and Restrictions are also considered during the review of Subdivision Applications and for any project that involves, filling, grading, or excavation, even if no permits are required. The following elements are the minimum the City requires for development within the floodplain. The City may require additional information as needed.

BUILDING PERMITS

1. City of Sultan receives Building Permit Applications.
2. The City will determine if the building site lies in one of the Special Flood Hazard Areas (SFHA). If **YES**, continue to follow these procedures; if **NO**, these procedures do not apply.
3. The City will determine whether the building would lie within the Floodway Boundary. This is done by measuring the Floodway width on the Floodway Map and comparing the distance proposed development location as shown on the site plan submitted with the application. No residential structures are allowed within the Floodway.
4. Applicant is required to submit a completed Floodplain Development Permit Application.
 - New residential construction is certified by a Registered Professional Engineer or Architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the Code provisions based on their development and/or review of the structural design, specifications and plans.

- If the proposed development is nonresidential and is located within the Floodway, the applicant must provide the City with documentation from a Licensed Engineer that the development will cause no rise to the base flood elevations.
5. Upon issuance of the Building Permit, the Applicant is provided with an Elevation Certificate that must be filled out by a Licensed Surveyor. The information shall be based on drawings, during construction and finished construction and must be returned to the City prior to issuance of a Certificate of Occupancy. The City shall provide the following information from the FIRM (Flood Insurance Rate Map):
 - Map & Panel Number,
 - Suffix,
 - FIRM Index Date,
 - FIRM Panel Effective/Revised Date,
 - Flood Zone(s); and
 - Base Flood Elevation (BFE).
 6. All construction pursuant to an Approved Floodplain Development Permit is required to meet all applicable standards in the City's Flood Damage Prevention Regulations as contained in Chapter 17.08 of the Sultan Municipal Code.

FILLING, GRADING, OR EXCAVATION

The definition of Development in the City's Flood Damage Prevention Regulations includes filling, grading, and excavation; therefore these activities are subject to the permit requirement even if no other permits are needed.

1. Applicant identifies proposed project to the City, who in turn determines whether the action will occur within an area of Special Flood Hazard Area (SFHA).
2. If the project is determined to be within the Floodplain or Floodway, it shall be subject to the Permit Requirements and Regulations contained in Chapter 17.08 of the Sultan Municipal Code. The process for issuance of a Floodplain Development Permit is described at the top of Page 1.
3. The City coordinates enforcement of permit requirements with the Building Official.

CRITICAL AREAS AND SHORELINE PERMITS

The City has specific permit requirements for Development within the Shoreline Area and Critical Areas. These permits will be required along with Floodplain Development and Building Permits. If a Critical Areas and/or Shoreline Permit are required, the following procedures are used:

1. Permit Applications are submitted to the City, who determines whether the project also falls within an area of Special Flood Hazard Area (SFHA).
2. If the project is determined to be within the Floodplain or Floodway, it shall be subject to the Permit Requirements and Regulations contained in Chapter 17.08 of the Sultan Municipal Code. The process for issuance of a Floodplain Development Permit is described at the top of Page 1.
3. The City will coordinate processing of all applicable permits such that permit requirements, terms and conditions are consistent.