Planning and Building

2026 FLOOD HAZARD DEVELOPMENT PERMIT Application Form

(Revised 1/1/2026)

Project # _____

Case #_____

Fee: $412.00

Project Name _____**Date** _____

1. **Introduction to Flood Hazard Development Permit Application Form:** A Flood Hazard Development Permit (FHDP) shall be obtained before construction or development begins within any area of special flood hazard as shown by Digital Flood Insurance Rate Map (DFIRM) dated September 25, 2009 and all subsequent amendments to the FIRM. This Permit is required in order for the City of Woodland Park to determine that the minimum standards and provisions of the City's Flood Damage Prevention Regulation (Title 20 of the Municipal Code) are met.

   a. The City reserves the right to reject and not process any incomplete application, as determined by the City Manager or designee.
   b. The City relies upon information found in this application and required attachments. This Application and Certification of Compliance shall be completed and certified by a Colorado Registered Professional Engineer or Architect.
   c. This Application and Permit approval shall be valid for 180 days from the date of permit issuance. If the use or construction is not commenced during that period, the Permit must be renewed.
   d. The Application will be reviewed by the City Planning Commission who shall offer a recommendation; the Permit will then be reviewed and issued by the City.
   e. The City shall prohibit encroachments, including fill, new construction, substantial improvements, and other development in areas designated as floodways.
   f. The Registered Professional Engineer or Architect is encouraged to consult with the City Manager or designee in order to determine the applicable Application and Regulation provisions for compliance.

2. **Application** to be completed by a Colorado Registered Professional Engineer or Architect.

a. **Owner** _____ Mailing Address _____
   Phone(s) _____ Email _____

b. **Engineer** _____ Mailing Address _____
   Phone(s) _____ Email _____

c. **Architect** _____ Mailing Address _____
   Phone(s) _____ Email _____

d. **Contractor** _____ Mailing Address _____
   Phone(s) _____ Email _____

3. Project Information

a. Project Description _____

_____

b. Site Address _____

c. Legal Description Lot _____ Block _____ Subdivision _____

(Or attach the Metes and Bounds Legal Description if the parcel is not subdivided.)

d. Check all that apply.

- ☐ Residential
- ☐ Non-Residential
- ☐ Manufactured Home
- ☐ Fill Material
- ☐ New Construction
- ☐ New Subdivision
- ☐ Addition or Improvement
- ☐ Existing Lot
- ☐ Watercourse Alteration

e. Name of Watercourse _____

f. What is the estimated cost of the improvement? _____

4. Certifications: Pre-Permit Application Approval

Please check one below for each paragraph and fill in the blanks.

☐ Yes ☐ No ☐ N/A	I certify under oath and under penalties of perjury that the information in this application and required attachments is true and accurate to the best of my knowledge.
☐ Yes ☐ No ☐ N/A	It is intended that the structure or improvement described above will be constructed and designed to be in compliance with the provisions of the City of Woodland Park Flood Damage Prevention Regulations.
☐ Yes ☐ No ☐ N/A	It is intended that the lowest floor, including basements, shall be at an elevation of _____ feet above mean sea level, at least one foot (1') above the base flood elevation at this site. It is understood that failure to construct the structure or improvement at this elevation may place the structure in violation of the City of Woodland Park Flood Damage Prevention Regulations.
☐ Yes ☐ No ☐ N/A	<u>Non-Residential Structure Only</u> – It is intended that the structure and/or improvement described herein will be flood-proofed to the elevation of _____feet above mean sea level, at least one foot (1') above the base flood elevation at this site, and I further certify that the structure will be designed and so constructed to be watertight with walls substantially impermeable to the passage of water, have hydrostatic and hydrodynamic loads and effects of buoyancy, and to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters through two (2) openings.
☐ Yes ☐ No ☐ N/A	Manufactured Home Only - It is intended that the Manufactured Home described herein shall be tied down and anchored in compliance with the City of Woodland Park Flood Damage Prevention Regulation.

Certifier's Name | Company Name | License No.

Certifier's Signature | Date

(Affix Seal Here)

5. **Flood Damage Prevention Plan:** A Flood Damage Prevention Plan shall accompany this application and shall accurately include the following information and demonstrate that the provisions of the Flood Damage Prevention Regulation will be met.

Applicant Check If Included	City Check	Submittal Requirements
☐		**Complete Application.** A completed application for a Flood Hazard Development Permit upon forms supplied by the Planning Department.
☐		**Application Fee.**
Drainage Report and/or Flood Damage Prevention Plans that includes:		
☐		1. One (1) copy of the Drainage Report and/or Flood Damage Prevention Plan and one set of 24" x 36" sheet(s) along with one set of 11" x 17" sheet(s).
☐		2. Adobe Portable Document Format (.pdf) formatted for printing on 24" x 36" sheet(s). May be submitted on compact flash drive.
☐		3. Drawings that are stamped and certified by a Colorado Registered Professional Engineer or Architect.
☐		4. A vicinity/location map.
☐		5. Property lines, dimensions, and known monuments.
☐		6. Existing and proposed elevation contours at a minimum of two foot (2') intervals.
☐		7. The location and dimensions of existing and proposed uses and structures, with reference to property lines.
☐		8. The proposed or existing elevation, in relation to mean sea level, of the lowest floor, including basement, of all structures.

Applicant Check If Included	City Check	Submittal Requirements (cont.)
☐		9. For non-residential structures only, the proposed and existing elevation, in relation to mean sea level, to which the structure will be/or is flood proofed. Describe the methods and practices of construction and design to: A. Be flood-proofed so that below one foot (1') above the base flood elevation the structure is watertight with walls substantially impermeable to water; B. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; C. Automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters, using a minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding and of which the bottom of said opening shall be higher than one foot (1') above grade.
☐		10. A description of the type, location, extent, and finished elevation and the purpose of the placement of any proposed fill material.
☐		11. A description of the type, location, and extent of any material to be stored at the site.
☐		12. A description of the existing and/or proposed location, relocation, extent, alterations, improvements, and elevation of all watercourses; also, include: The normal water surface elevation and channel, the areas of special flood hazard, floodways, areas immediately adjacent to areas of special flood hazard, and surface and sub-surface man-made drainage systems.
☐		13. A description of the existing and/or proposed location, extent, and elevations of all parking spaces, lots and loading areas.
☐		14. A description of the existing and/or proposed location, extent, and elevation of fire protection, water supply and sanitary sewer systems, including the methods designed and to be constructed to minimize or eliminate the infiltration of floodwaters into the systems or discharge from the systems into floodwaters.
☐		15. A description of the existing and/or proposed location, extent, and elevation of streets and rights-of-way.
☐		16. A description of the existing and/or proposed location, extent, and elevation of public utilities and facilities for electricity, gas, and telephone; including the methods designed to be constructed to minimize flood damage to each.
☐		17. A description of how electrical, heating, ventilation, plumbing, air conditioning and other utility service facilities and equipment shall be designed, constructed and/or located so as to prevent flood water from entering or accumulating within the components during conditions of flooding.
☐		18. A description of the materials and methods of design and construction to be utilized to minimize flood damage to the existing and/or proposed structures.

Applicant Check If Included	City Check	Submittal Requirements (cont.)
☐		19. A description of the anchoring methods to be utilized to prevent floatation, collapse and/or lateral movement of existing and/or proposed structures.
☐		20. A description of the methods of design and construction to be utilized so that existing and/or proposed structures shall be capable of resisting the hydrostatic and hydrodynamic loads of water during the condition of flooding.
☐		21. A description of how areas of special flood hazards and areas immediately adjacent thereto and the base flood elevation data shall be identified and noted upon the final subdivision plat, final development plan, or site plan.
☐		22. A Soil Erosion Control and Landscaping Plan that describes methods and practices to be employed to maintain unprotected soils upon the site, including temporary methods during the time of construction, construction practice scheduling, slope protection methods, site stabilization with vegetation, preservation of existing vegetation, vegetation restoration and other methods and practices.
☐		23. <u>For areas adjacent to the areas of special flood hazard only</u>, include and describe methods and practices to be utilized to minimize the potential for possibly increasing the flood damage upon adjacent areas.

6. Certifications: Post-Construction Documentation

Please check one for each paragraph below and fill in the blanks.

☐ Yes ☐ No ☐ N/A	I certify that the structure and/or improvement described herein has been designed and constructed to be in compliance with the provisions of the City of Woodland Park Flood Damage Prevention Regulation and this Flood Damage Development Permit Application.
☐ Yes ☐ No ☐ N/A	I certify that the structure and/or improvement described herein has the lowest floor, including basement, at an elevation of _____ feet above mean sea level, at least one foot (1') above the base flood elevation at this site, and that the elevation of the average adjacent grade next to the structure and/or improvement is _____ feet above mean sea level.
☐ Yes ☐ No ☐ N/A	<u>Non-residential structures only</u> – I certify that the structure and/or improvement described herein has been flood proofed to the elevation of _____ feet above mean sea level, at least one foot (1') above the base flood elevation at this site, and I further certify that to the best of my knowledge, information, and belief that the structure is designed and so constructed to be watertight with walls substantially impermeable to the passage of water, have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy, and to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters through two (2) openings.

☐ Yes ☐ No ☐ N/A	Manufactured Home Only – I certify that the home described herein has been tied down and anchored in compliance with the Woodland Park Flood Damage Prevention Regulation.

Certifier's Name Company Name License No.

Certifier's Signature Date

(Affix Seal Here)

7. Post Construction Approval Documentation

Please check one for each paragraph below and fill in the blanks.

☐ Yes ☐ No ☐ N/A	I have received certifications that the structure and/or improvement described herein has been designed and constructed to be in compliance with the provisions of the City of Woodland Park Flood Damage Prevention Regulation and this Flood Damage Development Permit Application.
☐ Yes ☐ No ☐ N/A	I have received certifications that the structure and/or improvement described herein has the lowest floor, including basement, at an elevation of _____ feet above mean sea level, at least one foot (1') above the base flood elevation at this site; The elevation of the average adjacent grade next to the structure and/or improvement is _____ feet above mean sea level.
☐ Yes ☐ No ☐ N/A	Non-residential structures only – I have received certifications that the structure and/or improvement described herein has been flood-proofed to the elevation of _____ feet above mean sea level, at least one foot (1') above the base flood elevation at this site, and that to the best of the Colorado Registered Professional Engineer's or Architect's knowledge, information, and belief that the structure is designed and so constructed to be watertight with walls substantially impermeable to the passage of water, have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy and to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters through two (2) openings.
☐ Yes ☐ No ☐ N/A	Manufactured Home Only - I have received certifications that the Home described herein has been tied down and anchored in compliance with the City of Woodland Park Flood Damage Prevention Regulation.

City Manager or Designee's Signature Date

For City Use Only

1. The Application was reviewed and deemed complete_____ or incomplete_____ on ___/___/_____.

2. The proposed development is located in the following Area of Special Flood Hazard (check all that apply):
   - ☐ "A" Zone – No Base Flood Elevations Determined
   - ☐ "AE" Zone – Base Flood Elevations Determined
   - ☐ "AH" Zone – Base Flood Elevations Determined
   - ☐ Floodway Area
   - ☐ Areas immediately adjacent to the Area of Special Flood Hazard

3. Name of the Watercourse _____

4. The Base Flood Elevation at the Development site is _____ feet above mean sea level. Source _____

5. The elevation to which the structure is to be elevated _____ feet above mean sea level.

6. The elevation to which the structure is to be flood proofed _____ feet above mean sea level.
7. YES ☐ NO ☐ FEMA approval of watercourse alteration.

8. YES ☐ NO ☐ All necessary standards, information, and certificates are attached and/or met. If not, provide explanation _____
_____

9. The Application was reviewed by the following departments _____
_____

10. Date of Planning Commission Public Hearing _____

11. Planning Commission Recommendation _____
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For City Use Only, continued

APPLICATION ACTION

☐ **PERMIT DENIED**

The proposed development and application is not in conformance with the applicable Flood Damage Prevention Regulation provisions.

By _____
City Manager or Designee's Signature Date

☐ **PERMIT APPROVED TO COMMENCE DEVELOPMENT**

The proposed development and application is found to be in conformance with the applicable Flood Damage Prevention Regulation provisions. This permit shall be granted to proceed in accordance with all of the information shown on the application, attachments, the provisions of the Flood Damage Prevention Regulations, and the subsequent submittal of the required post construction certifications.

By _____
City Manager or Designee's Signature Date

CONDITIONS OF APPROVAL

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