

PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT ADMINISTRATIVE PROCEDURE

POLICY NO.: Administrative Procedure, ADM-201 EFFECTIVE DATE: January 23, 2007

POLICY: A procedure for the processing of Floodplain Use Permits

PURPOSE: An internal procedure for ensuring that all floodplain use permit applications are uniformly processed with respect to content and format, fully utilizing the database for purposes of identifying permit status and responsibility, and reducing administrative burden on technical staff.

PROCEDURE:

1. Receipt of Application:

Upon receipt of an application and site plan, the application shall be logged in and given a unique FPUP number and file. The file is then forwarded to the Administrative Specialist (AS) for database entry. The permits status is RECEIVED.

2. Administrative Support (AS) - FPUP prep work:

The AS shall prepare the permit application file. Prep work shall include:

A. From applicant/counter hydrologist:

- Original green floodplain use permit form
- Development Services Permit application
- Zoning-approved site plan

B. To be prepared:

- *Permit File Chart / Final Contents* checklist
- Appropriate permit development checklist
- ArcView GIS printout at 12000 scale (1" = 1000') with all layers turned on.
- Mapguide Map with Aerial photo (newest photo) and the following layers turned on: washes, 2005 Riparian Habitat, road w/ names, and topography (most recent year). Printed at 2400 scale (1" = 200'). Turn on North arrow and scale for printing purposes
- Mapguide Map with Aerial photo (newest photo) with the following layers turned on: washes, 2005 Riparian Habitat, and road maintenance status. Printed at 12000 scale (1" = 1000'). Turn on North arrow and scale for printing purposes
- Subdivision plat of the property, if it is in a legal subdivision (Front sheet and page with parcel information)
- Parcel location from road atlas (color copy)
- Pima County Assessor Property Inquiry datasheet (printed in landscape)
- Most recent property deed printed out from the Recorder's website.

Upon completion of the prep work, the file shall be placed in Area Hydrologists (AH) in-box, unless engineering has been submitted. In this case, file goes to the Division Manager. See step 5.

3. **Area Hydrologist (AH) - Site Plan**

After modifying the Permits Plus workflow to indicate “**Denied-AP**” for floodplain review, “**completed**” for out to customer, and “**Received**” for floodplain re-review, the AH shall review the site plan for conformance to the minimum site plan requirements. If the site plan and other submitted information is adequate, proceed to step 4.

If the site plan or other information is inadequate or insufficient, a comment letter shall be written using the *Administrative Comments Letter Template*. After review by the Principal Hydrologist, the letter, signed by the AH shall be given, with the file, to the AS for database entry (Admin. comment date) and distribution. Permit status is WAIT. File then goes back to Area Hydrologist.

Once the applicant has submitted a response to the comment letter, the revised site plan shall be routed to the AS for database entry (Date responded). Permit status is RECEIVED. The site plan is then transmitted to the AH for further processing. Please ensure that any substantive revisions to the site plan have received re-approval by zoning.

4. **Area Hydrologist (AH) - Permit Work-up-Initial**

AH shall work up the permit, including but not limited to:

- Reviewing stereo photos for all projects
- Reviewing Special Study Areas and documenting as appropriate
- Plotting proposed uses, to scale, on all relevant maps and aerials
- Obtaining FIRM panel copy, if the location is close to a SFHA boundary
- Performing calculations (BFE determinations, riparian disturbance, etc) for the proposed uses and documenting as appropriate
- Obtaining copies of the recorded deed
- Providing overlays, photos, additional information, related e-mails, etc.

The permit file shall not contain Post-It notes or other informal documentation for **any** information that should be permanently kept within the file.

The initial work shall be completed by the AH within **15** days of the receipt of the application. If this time frame cannot be met, the AH shall discuss with the Division Manager the circumstances that are causing the 15 day timeframe to be exceeded.

Upon completion of the work-up, the AH shall have either:

- a. Prepared conditions resulting from the evaluation, see step 8, or
- b. Determined that an engineering analysis, mitigation plan and/or other information is required after consulting with the Civil Engineer and/or Principal Hydrologist.

5. **If Engineering Analysis required:**

If an engineering analysis is required, a comment letter shall be written by the AH using

the *Substantive Comments Letter Template*. After review by the Civil Engineer, the letter, signed by the AH, shall be sent, with the file, to the AS for database entry (Substantive comment date) (Engineering required) and distribution. Permit status is WAIT. File returned to AH.

Incoming engineering analyses, whether in respond to a comment letter, or submitted initially shall be routed to AS for database entry (Engineering received date)(date responded, if it was the only outstanding requirement). Permit status is WAIT. The AS will follow *Administrative Procedure 210*.

Upon approval of the engineering, the reviewer shall provide a memo to the AH that states the analysis is approved and that certain conditions shall be placed in the permit.

Upon completion of *Administrative Procedure 210*, the memo, analysis, and file shall be routed to the AS for database entry (Engineering Approval). Status is RECEIVED. The file, analysis and memo go to AH for final work up or further processing.

6. Mitigation Plan or other information is required:

If a mitigation plan is required, a comment letter shall be written by AH using the *Substantive Comments Letter Template*. After review by Water Resources, the letter, signed by the AH, shall be sent, with the file, to the AS for database entry (Substantive comment date) (Mitigation required) and distribution. Permit status is WAIT. File returned to AH.

Incoming mitigation plans shall be routed to AS for database entry (Mitigation received date)(date responded, if it was the only outstanding requirement). Status is WAIT. The AH will review the mitigation plan and make informal recommendation to WR, who will then proceed to perform in-house review with all correspondence between the applicant and WR saved to the file. File stays with AH.

Upon approval, WR shall provide a memo to the AH that that states the mitigation plan is approved and that certain conditions shall be placed in the permit.

The memo, analysis, and file shall be routed to the AS for database entry (Mitigation Approved). Status remains RECEIVED. The file, analysis and WR memo go to AH for final work up or further processing.

7. Other information needed

If other information is needed, or issues exist with the proposed use, a comment letter shall be written by AH using the *Substantive Comments Letter Template*. After review by Principal Hydrologist, the letter, signed by the AH, shall be sent, with the file, to the AS for database entry (Substantive comment date) and distribution of letter. Permit status is WAIT. File returned to AH.

Incoming responses shall be routed to AS for database entry (date responded if that was the only comment). Status is RECEIVED, if only comment, or WAIT if other comments

