

PIMA COUNTY REGIONAL FLOOD CONTROL DISTRICT ADMINISTRATIVE PROCEDURE

POLICY NO.: Administrative Procedure, ADM-215

EFFECTIVE DATE: October 4, 2010

POLICY: A procedure for residential permitting in Pre-LOMR Subdivisions

PURPOSE: An internal procedure for streamlining the permitting of homes in subdivisions that are expected to be removed from the FEMA Special Flood Hazard Area (SFHA) through the Letter of Map Revision (LOMR) process, but which are still in the SFHA according to the effective Flood Insurance Rate Map (FIRM).

BACKGROUND:

On April 14, 2005, Jerry Curless, Floodplain Management Section Manager, developed a process for permitting residences in subdivisions that due to be removed from the SFHA through the LOMR process. The development of subdivisions within FEMA Special Flood Hazard Areas prior to approval of a LOMR is a growing trend. The Flood Control District is obligated to issue Floodplain Use Permits (FPUPs) for all homes built within FEMA flood zones, even when the flood control improvements are installed and the LOMR is in review by FEMA. The sheer volume of permits that these pre-LOMR subdivisions generate creates manpower and efficiency issues. In an effort to reduce processing time, increase employee productivity and reduce paper consumption, a special Master Floodplain Use Permit permitting procedure was developed for permitting homes in pre-LOMR subdivisions. Every home will still receive an FPUP number but there will only be one "Master" green FPUP form. Please note that these permits are NOT "counter sign-offs."

It is intended that the pre-LOMR FPUP process is a temporary process for each subdivision, and that FPUPs will become obsolete once the LOMR is approved and the subdivision is removed from the FEMA floodplain.

One person will be designated to oversee the Master FPUP process for each pre-LOMR subdivision.

PROCEDURE:

A. MASTER FPUP

One Master FPUP (on a green FPUP form) will be issued for **each builder** within a pre-LOMR subdivision. This Master FPUP will include a table attached as an exhibit that indicates the following for each lot covered by the Master FPUP:

1. The existing base flood elevation (BFE) for each lot based on the effective FIRM,
2. The minimum finished floor elevation (FFE) for each lot, and
3. The proposed finished floor elevation (FFE) for each lot.

The Master FPUP will be entered into the regular FPUP log. One subdivision may have more than one Master FPUP if there is more than one builder in the subdivision, and the same builder may have more than one Master FPUP if that builder is building in more than one pre-LOMR subdivision.

B. INDIVIDUAL LOT PERMIT

Once the Master FPUP has been issued, every home permitted for that builder in that subdivision will then be permitted under that Master FPUP number with the three digit lot number as a suffix.

For example, if the Master FPUP number for a particular builder in a subdivision is 05-121E, the FPUP number for lot 11 would be 05-121E-011. The FPUP number for lot 247 would be 05-121E-247. Since the existing FPUP intake log will not easily accommodate this numbering scheme, a separate Pre-LOMR FPUP intake log has been created solely for FPUPs of this type. The Pre-LOMR FPUP log can be found

in the same location as the regular FPUP intake logs. A table on the inside cover of the Pre-LOMR FPUP log contains the Master FPUP number and other key permit information for each builder/subdivision for easy reference.

C. PERMIT INTAKE

For intake of an individual lot permit that already has a Master FPUP, the only paperwork that is needed is the original Development Services Activity Permit application and original site plan.

1. Log the permit(s) into the Pre-LOMR FPUP log using the numbering scheme above.
2. Write the full FPUP number in the upper right hand corner of the routing slip and site plan(s) then make a photocopy of the routing slip for database entry. (NOTE: an example of how to fill out the routing slip for intake can be found in the Pre-LOMR FPUP log.)
3. The original routing slip and original site plan should be stapled together and placed in the inbox of the area hydrologist working on that particular subdivision.

PERMIT INTAKE WHEN NO MASTER FPUP CAN BE FOUND

If a Master FPUP for the builder/subdivision that the customer wants permits for is not referenced in the Pre-LOMR FPUP Log, ask the area hydrologist or a supervisor whether a Master FPUP is in process.

Please keep in mind that not all subdivisions within the floodplain are pre-LOMR subdivisions, so not all subdivision permits will fall under the guidelines found in this procedure.

If the customer believes the subdivision is pre-LOMR and a Master FPUP has not been created for that builder/subdivision, get information from the customer so that the area hydrologist can contact the customer to arrange a pre-permitting informational meeting with the developer. *Do not* start a Master FPUP or enter information into the Pre-LOMR FPUP Log. The area hydrologist working on that subdivision will be responsible for setting up the pre-permitting meeting and creating the Master FPUP information and logging in the application.

D. RESPONSIBILITIES OF THE AREA HYDROLOGIST

It is the responsibility of the Area Hydrologist to do the following:

- 1) Ensure that counter staff is notified as early as possible about pending pre-LOMR subdivisions that will utilize the pre-LOMR FPUP process. This notification should happen via e-mail and a memo posted in an appropriate place near the customer service counter. The subdivision should also be brought up at staff meeting.
- 2) Place updates on Master FPUPs on the I:\Data drive and at the customer service counter
- 3) Process Master FPUPs
- 4) Provide assistance with checking the supplied BFE table for accuracy and completeness
- 5) Create Master FPUP folder for Township-Range-Section files. This folder should be created prior to issuance of the Master FPUP
- 6) Create a folder for the Ready File for the builder for approved individual lot permits. This folder should be created prior to issuance of the Master FPUP.
- 7) Work with the builder, developer and permit runner to make sure they are familiar with the permit process
- 8) Track development of lots within the subdivision on a map
- 9) Make sure the database is updated with permit and permit status information at all stages of the permit process
- 10) Using the approved BFE table as a guide, stamp individual lot site plans with appropriate elevation and permitting information for each lot to be permitted.
- 11) Get supervisor review and approval of BFE indicated on the site plan
NOTE: Supervisor must initial and date approval
- 12) After permits are processed and approved by a supervisor, make copies of the routing slip and site plan, staple them together and give them to the database manager to update the database.

- 13) Staple the original routing slip and site plan together and place the permit in a single folder for the respective builder in the ready file and place a ready call to the builder or permit runner.
- 14) Attach a list of the permits contained within the batch of permits that is ready to be issued and create blanks for the counter hydrologist to indicate his/her initials and the issue date.

The database manager shall place the copies in the appropriate Master FPUP file in the Township-Range-Section filing cabinets. Permits shall be filed within the Master FPUP folder by sequential lot number.

An example of what a stamped, approved routing slip and site plan should look like can be found in the Pre-LOMR FPUP log. As mentioned above, a note shall be attached to the permits in the ready file that lists the permit numbers that are being issued. The purpose of this list is to assist the counter hydrologist log permits out in the pre-LOMR FPUP log. The list shall then be given to the database manager so that the revised status can be updated in the database.

E. ISSUING PRE-LOMR PERMITS

When issuing the permits, simply hand the signed/stamped routing slips and site plans to the customer, log them out in the Pre-LOMR FPUP log, initial and indicate the issue date on the FPUP list supplied by the area hydrologist and give the list to the database manager to update the permit status in the database.

F. ELEVATION CERTIFICATES

Each builder will generate their own Elevation Certificates. When a customer brings in an Elevation Certificate, place a date stamp on it and give it to the area hydrologist working on that subdivision. The area hydrologist will review the Elevation Certificate for completeness and accuracy. ***Only the area hydrologist, supervisor or other designated person should release holds for subdivisions under the control of that area hydrologist.*** When Elevation Certificates are placed in the Master FPUP file, they shall be stapled to the routing slip and site plan for their respective lots. The rest of the elevation certificate process is the same as the standard process except that Elevation Certificates will not be scanned into the document management system.