

CITY OF NEW HAVEN, CONNECTICUT

CITY PLAN DEPARTMENT | 165 CHURCH STREET, NEW HAVEN, CT 06510-2010 | PHONE 203.946.6378 FAX 203.946.7815

APPLICATION INSTRUCTIONS FOR A FLOOD PLAIN VARIANCE

YOUR APPLICATION FOR A VARIANCE MAY BE DENIED IF REQUIRED MATERIALS ARE NOT SUBMITTED.

1. PROPERTY OWNER INFORMATION AND CONSENT

2. APPLICANT INFORMATION AND CERTIFICATION

3. AUTHORIZED AGENT INFORMATION

DATA page. List the basic information regarding the property owner, applicant and, if used, authorized agent.

- Property Owner must provide informed consent to inspect the property as may be appropriate in conjunction with application(s). The signature of the Property Owner is required.
- Name, address and phone numbers should be filled in for the Owner, Applicant and Authorized Agent.

4. PROJECT ADDRESS

For each parcel in the project list the street address and the Tax Map-Block and Parcel number.

If known by more than one street address (which often occurs at corner properties), please list the A/K/A (also known as) number or numbers of the subject property.

The Flood Map Community-Panel Number is from the Flood Insurance Rate Maps (FIRM) on file at the City Engineer or City Plan Department.

5. - 9. QUESTIONS

Check YES or NO and attach documents as needed for each question in the list.

Four (4) copies of each plan set are required to be submitted.

FOUR (4) COPIES OF A SCALED PLOT PLAN based upon current A-2 survey with a North arrow, showing the lot, existing buildings and improvements, and buildings on abutting parcels within 25 feet of property lines.

- Proposed construction and use of outdoor areas.
- Existing and proposed structures, driveways, parking layout, loading facilities, utilities.
- Improvements including signs, fences, walls, dumpsters, outdoor storage areas, outdoor lighting.
- If applicable, new property lines.
- Elevations in relation to mean sea level, with contours shown not less than 2 foot intervals.
- Drainage plan, including connections.
- Such other information as may be required to define clearly the variance request involved.

BUILDING PLANS (IF APPLICABLE) TO ILLUSTRATE FLOOR ELEVATIONS.

10. TYPE OF DEVELOPMENT

Check each category that applies [See Flood Damage Prevention Ordinance for DEFINITIONS, excerpted below].

Substantial Improvement - any combination of repairs, reconstruction, alteration, or improvements to a structure taking place during the life of a structure, in which the cumulative cost equals or exceeds fifty percent (50%) of the market value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage", regardless of the actual repair work performed. The market value of the structure should be (1) the appraised value of the structure using the cost to approach value prior to the start of the initial repair or improvement, or (2) in the case of damage, the value of the structure prior to the damage occurring. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

Market value the market value of the structure shall be determined based on the appraised value of the structure using the cost to approach value method prior to the start of the initial repair or improvement, or in the case of damage, the value of the structure prior to the damage occurring.

11. DESCRIPTION OF VARIANCE

The NARRATIVE should address the considerations for granting variances listed in section §7.5.1 of the Flood Damage Prevention Ordinance.

All blanks and each checkbox in this section item must be filled in.

12. STATE OF CONNECTICUT REGISTRATION NUMBER

The APPLICATION may only be signed by a Connecticut Licensed Land Surveyor, Engineer or Architect.

A current A-2 Survey is required.

APPLICATION FOR FLOOD PLAIN VARIANCE

CHECK BOX WHERE APPROPRIATE. PRINT OR TYPE INFORMATION. SEE INSTRUCTIONS TO FILL OUT.

4. PROJECT ADDRESS:

A/K/A:
Tax Map-Block-Parcel(s)
Nearest Cross Street:
Flood Map Panel Number 09009C0____H or 09009C0____J

For City Use Only

	Fee	Date Paid
File # _____	\$ _____	___/___/___
Permit # _____	\$ _____	___/___/___
Bond # _____	\$ _____	___/___/___

Yes No

Answer Each of the Questions Below by Checking a Yes or No Box.

5. Have all permits from Federal, State or Local Government Agencies requiring prior approval been received?
If **NO**, attach a list of permits required.
6. Will the proposed development alter or relocate any watercourse?
If **YES**, attach description.
7. Are any walls to be used to enclose space below the base flood elevation?
If **YES**, attach plans.
8. Are plans drawn to scale showing the nature, location, dimensions and elevations in relation to mean sea level of the area and/or structures in question, existing and /or proposed structures, fill, storage of materials, drainage and location of the foregoing included? [**Four (4) plan sets are required to be submitted**]
9. Is this a special situation Variance per §7.8.4 of the New Haven Flood Damage Prevention Ordinance?

10. TYPE OF DEVELOPMENT

Check all that apply. Excavation Fill Grading Paving Buildings or Other Structure
 Other Alterations within the Flood Zone (Describe the nature of the improvements in #11 below).

See Instructions and refer to Flood Damage Prevention Ordinance prior to filling out

Market Value of Existing Structure: \$ _____
Cost of Alteration, Addition or Improvement \$ _____

11. DESCRIPTION OF VARIANCE

Describe the relief sought and applicable section(s) of the New Haven Flood Damage Prevention Ordinance. Provide a NARRATIVE addressing considerations for granting a Flood Plain Variance (see §7.5.1 AND 7.5.3.2)
 Check here if additional pages are attached.

The lowest floor of enclosed area, including basement, will be constructed at elevation ____ Feet
The elevation to which the structure will be floodproofed in relation to Mean Sea Level is ____ Feet

NO YES Will the development have any effect whatsoever on the Floodplain?
If **YES**, attach description.

NO YES Will the net effect of development cause more than one (1) foot rise in the water surface of the base flood elevation?
If **YES**, attach description.

12. STATE OF CONNECTICUT REGISTRATION NUMBER _____ ↑ Signature _____
Type _____ Date of Expiration ____ / ____ / 20 ____ Type Name Below _____

↑ This APPLICATION may only be signed by a Connecticut Licensed Land Surveyor, Engineer or Architect.

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DATA

1. PROPERTY OWNER Information & Consent

Name _____ Daytime Phone: _____
Firm _____ Business Home
Street Address _____
City _____ State _____ ZIP _____ Fax: _____ Cell: _____
 Email: _____

As OWNER OF THE PROPERTY I hereby authorize this development application(s), and

- 1.1 I consent to necessary and proper inspections of the above property by agents of the City at reasonable time after an application is made, and
- 1.2 I certify that I am familiar with all of the information provided in this application, and
- 1.3 I am aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties, and
- 1.4 I certify that this project conforms to zoning or has applied for or been granted zoning relief.

Dated: _____, 20____

Signature of PROPERTY OWNER

2. APPLICANT Information & Certification SAME AS OWNER (Fill in only if not the same as the owner.)

Name _____ Daytime Phone: _____
Firm _____ Business Home
Street Address _____
City _____ State _____ ZIP _____ Fax: _____ Cell: _____
 Email: _____
Check One: Option Holder Tenant Other (Describe): _____

As APPLICANT I am familiar with all of the information provided in this application and aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties.

Dated: _____, 20____

Signature of APPLICANT

3. AUTHORIZED AGENT Information SAME AS OWNER (Fill in only if not the same as the owner.)

Name _____ Daytime Phone: _____
Firm _____ Business Home
Street Address _____
City _____ State _____ ZIP _____ Fax: _____ Cell: _____
 Email: _____

Check One: The AUTHORIZED AGENT for the attached Development Application(s) is:
 Lessee Attorney Architect Engineer Licensed Surveyor Contractor Other-Specify _____

As AUTHORIZED AGENT I am familiar with all of the information provided in this application and aware that any permit obtained through deception, inaccurate or misleading information is subject to revocation and penalties.

Dated: _____, 20____

Signature of AUTHORIZED AGENT