



COUNTY OF YOLO

FLOOD HAZARD DEVELOPMENT PERMIT

Planning and Public Works Department
292 West Beamer Street
Woodland, California 95695-2598

(530) 666-8775

Revised January, 2014



County of Yolo

PLANNING AND PUBLIC WORKS DEPARTMENT

Ed Smith
DIRECTOR

292 West Beamer Street
Woodland, CA 95695-2598
(530) 666-8775 FAX (530) 666-8156
www.yolocounty.org

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REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

EXPLANATION	Required Number of copies
Application Fee(s): Please check with a planner regarding applicable fees	
Application Form	One (original)
Environmental / Project Site Questionnaire	One (original)
Letter describing the extent to which any watercourse will be altered or relocated as a result of proposed development.	One
Location Map (may be combined with the Site Plan, below)	Three
Site Plan (See attached site plan sample and Site Plan Requirements), including: The proposed elevation in relation to mean sea level, of the lowest floor (including basement) of all structures; In Zone AO, elevation of highest adjacent grade and proposed elevation of lowest floor of all structures; or The proposed elevation in relation to mean sea level to which any nonresidential structure will be flood-proofed, if required by Yolo County Code Section 8-3.501.(c).(4); and All appropriate certifications listed in Section 8-3.403(d) of the County Code. (See attached requirements and construction standards for issuance of a Flood Hazard Development Permit)	Three
One 8½" x 11" reduction of all maps, plans, etc.	One
Assessor's Parcel Map (project site outlined)	One
Surrounding Property Owners List (one original & three gummed mailing labels) (See attached instructions)	One set
Preliminary Title Report or Copy of Deed	One
Digital files in PDF or other format loaded on a CD, of all the application plans and materials, as available	One (CD)
Additional Information: Depending upon the exact nature of the application, additional information may be required after submittal of the project application	



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APPLICATION

Applicant Information			
Applicant		Company (if applicable)	
Street Address			
City	State	Zip	Daytime Phone

Property Owner			
Street Address			
City	State	Zip	Daytime Phone

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Request	

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

For Office Use Only		
Received by:	Gen Plan:	Fee Received:
Date Received:	Gen Plan Designation:	Receipt #
Assigned Planner:	Zoning:	File # ZF

AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

Required Signatures

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____

DATE: _____

ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s): _____
2. Location (nearest public road, cross street, community, etc): _____
3. Size of Assessor Parcel Areas(s): _____ sq. ft./acres.
4. Existing Land Use(s): _____
5. Existing Building(s) and Structure(s): _____
6. Maximum Existing Slope Gradient (horizontal feet/each vertical feet):

7. Distinctive Physical Features (i.e. landslides, streams, faults): _____
8. Existing Vegetation: _____
9. Existing Access Routes (if any): _____
10. Existing Drainage Facilities/Direction: _____
11. Existing Water Supply (if any): _____
12. Existing Sanitation Facilities (if any): _____
13. List and Describe all Existing Easements: _____
14. Owner(s) of Mineral Rights: _____
15. Existing Land Conservation Contract and/or other deed restrictions (if any):

B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).

North: _____ South: _____

East: _____ West: _____

2. Buildings and Structures (indicate distance from project site).

North: _____ South: _____

East: _____ West: _____

3. Distinctive Physical Features and Vegetation.

North: _____ South: _____

East: _____ West: _____

FLOOD HAZARD DEVELOPMENT PERMIT

REQUIREMENTS

According to Section 8-3.401 of the Yolo County Code, a Flood Hazard Development Permit shall be obtained before any construction or other development begins within any area of special flood hazards established in Section 8-3.302. "Development" includes "any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials."

According to Section 8-3.403(a) of the County Code, the Floodplain Administrator shall review all Flood Hazard Development Permits to determine that:

- "(1) the permit requirements of the chapter have been satisfied;
- (2) all other required state and federal permits have been obtained;
- (3) the site is reasonably safe from flooding; and
- (4) the proposed development does not adversely affect the carrying capacity of areas where base flood elevations have been determined but a floodway has not been designated. For purposes of this chapter, "adversely affects" means that the cumulative effect of the proposed development when combined with all other existing and anticipated development will increase the water surface elevation of the base flood more than one foot at any point."

Section 8-3.403(c) requires that "Whenever a watercourse is to be altered or relocated," the Administrator shall:

- (1) notify adjacent communities and the California Department of Water Resources prior to such alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration, Federal Emergency Management Agency;
- (2) assure that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained."

STANDARDS OF CONSTRUCTION

According to Section 8-3.501, in all areas of special flood hazards the following standards are required:

- (a) *Anchoring.*
 - (1) All new construction and substantial improvements shall be adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
 - (2) All manufactured homes shall meet the anchoring standards of Section 8-3.504.

- (b) *Construction materials and methods.* All new construction and substantial improvements shall be constructed:
 - (1) with materials and utility equipment resistant to flood damage;
 - (2) using methods and practices that minimize flood damage;
 - (3) with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding; and if
 - (4) within Zone AO, there are adequate drainage paths around structures on slopes to guide flood waters around and away from proposed structures.

- (c) *Elevation and floodproofing.* (See “Basement,” “Lowest floor,” “New construction,” “Substantial damage,” and “substantial improvement.”)
 - (1) Residential construction, new or substantial improvement, shall have the lowest floor, including basement:
 - (i) In an AO zone, elevated above the highest adjacent grade to a height exceeding the depth number specified in feet on the FIRM by at least one foot, or elevated at least three feet above the highest adjacent grade if no depth number is specified.
 - (ii) In an A zone, elevated at least one foot above the base flood elevation, as determined by the community.
 - (iii) In all other SFHA Zones, elevated at least one foot above the base flood elevation. Prior to the framing of walls and/or floors of the structure, the elevation of the lowest floor, including basement, shall be certified by a registered professional engineer or surveyor to be properly elevated. Within the AO zone, the elevation of the lowest floor may also be certified to be properly elevated by the County Building Official. Such certification or verification shall be provided to the Floodplain Administrator.
 - (2) Nonresidential construction, new or substantial improvement, shall either be elevated to conform with Section 8-3.501.(c).(1), or together with attendant utility and sanitary facilities:
 - (i) be floodproofed below the elevation recommended under Section 8-3.501.(c).(1) so that the structure is watertight with walls substantially impermeable to the passage of water;
 - (ii) have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 - (iii) be certified by a registered professional engineers that the standards of this subsection are satisfied. Such certifications shall be provided to the Floodplain Administrator.
 - (3) All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) that are usable solely for parking of vehicles, building access or storage, and which are subject to flooding, shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exist of floodwaters. Designs for meeting this requirement must meet or exceed the following minimum criteria;
 - (i) have a minimum of two (2) openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters; or
 - (ii) be certified by a registered professional engineer or architect.
 - (4) Manufactured homes shall also meet the standards in Section 8-3.504.
 - (5) In the A99 zone all new construction and substantial improvements shall have base flood evaluation and construction specifications determined by a registered professional engineer and approved by the Floodplain Administrator.

Utilities

Section 8-3.502 requires that, in all areas of special flood hazards, the following standards for utilities are required:

- (a) All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.
- (b) On-site waste disposal systems shall be located to avoid impairment to them, or contamination from them during flooding.

Subdivisions

Section 8-3.503 requires that, in all areas of special flood hazards, the following standards for subdivisions are required:

- (a) All preliminary subdivision proposals shall identify the special flood hazard area and the elevation of the base flood.
- (b) All final subdivision plans will provide the elevation of proposed structure(s) and pad(s). If the site is filled above the base flood elevation, the lowest floor and pad elevation shall be certified by a registered professional engineer or surveyor and provided to the Floodplain Administrator.
- (c) All subdivision proposals shall be consistent with the need to minimize flood damage.
- (d) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.
- (e) All subdivisions shall provide adequate drainage to reduce exposure to flood hazards.

Manufactured Homes

Section 8-3.503 requires that, in all areas of special flood hazards, the following standards for manufactured homes subdivisions are required:

- (a) All manufactured homes that are placed or substantially improved, within special flood hazard areas, on sites located:
 - (1) outside of a manufactured home park or subdivision,
 - (2) in a new manufactured home park or subdivision,
 - (3) in an expansion to an existing manufactured home park or subdivision, or
 - (4) in an existing manufactured home park or subdivision on a site upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to at least one foot above the base flood elevation and shall be securely fastened to an adequately anchored foundation system to resist flotation collapse and lateral movement.
- (b) All manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within special flood hazard areas that are not subject to the provisions of Section 8-3.504(a) shall be securely fastened to an adequately anchored foundation system to resist floatation collapse, and lateral movement, and shall be elevated so that either the:
 - (1) lowest floor of the manufactured home is at least one foot above the base flood elevation, or

(2) manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade.

Recreational Vehicles

Section 8-3.505 requires that, in all areas of special flood hazards, the following standards for recreational vehicles are required:

All recreational vehicles placed on sites within special flood hazard areas will either:

- (a) be on the site for fewer than 180 consecutive days, and be fully licensed and ready for highway uses – a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions, or
- (b) meet the permit requirements of Article 4 of this chapter and the elevation and anchoring requirements for manufactured homes in Section 8-3.504.(a).

Floodways

Sec. 8-3.506 states that:

Located within areas of special flood hazard established in Section 8-3.302 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (a) prohibit encroachments, including fill, new construction, substantial improvements, and other new development unless certification by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in the base flood elevation during the occurrence of the base flood discharge.
- (b) in addition to the requirements of subsection (a) of this section, all new construction, substantial improvements, and other proposed new development shall comply with all other applicable flood hazard reduction provisions of this article.

SITE PLAN REQUIREMENTS

The site plan shall be on a sheet NO LARGER than 24" x 36", except as otherwise specified by the presubmittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8½" x 11". The north side of the lot should be at the top of the plan. **Please see an attached sample site plan.** The following outline contains those items to be included on your site plan, **if applicable**:

A. PHYSICAL CHARACTERISTICS

The physical characteristics of the project need be accurately portrayed on the site plan include (where applicable):

1. North arrow and scale (preferably not less than 1" = 20').
2. Exterior dimensions of the property.
3. Setback dimensions (from property lines to structures) and distances between structures.
4. Existing and proposed structures labeled "existing" and "proposed". Include locations of existing and proposed wells, septic tanks, leach lines and replacement areas.
5. Physical features of the site, including mature trees, topographical contours, and landmarks.
6. Use(s) of structures, noting those existing structures to be removed, including abandoned wells.
7. Gross floor area of each structure (may be shown on the structure or in the legend).
8. Existing and proposed paved areas, including type of surfacing and widths of all driveways, access easements, walks and rights-of-way.
9. Adjacent streets with names.
10. Location of existing and proposed easements (including utility easements).
11. Existing and proposed drainage facilities, including surface drainage patterns.
12. Location of fire hydrants, freestanding lighting fixtures, walls and fences.
13. Location of existing and proposed signs.
14. Location and dimensions of paved off-street parking (garage or carport will meet the off-street parking requirement).
15. Identify adjacent land uses (residential, commercial, industrial, agricultural)
16. Multi-family Residential and Commercial/Industrial only:
 - a. Treatment of open areas, including recreational facilities, landscaping, storage and operations yards, etc.
 - b. Location of trash enclosures.

- c. Square footage of proposed and existing construction. If WAREHOUSE or OFFICE, specify the percentage of office to warehouse space.
- d. On-site parking, circulation and lighting.
 - 1. Layout and dimensions of parking area and spaces, including those for the handicapped; number the parking spaces and circle the highest number.
 - 2. Direction of traffic flows (shown with arrows).
 - 3. Off-street loading spaces and facilities (commercial/industrial only).
 - 4. Bicycle and motorcycle parking.
 - 5. Concrete curbing and retaining wall details.
- 17. The proposed elevation in relation to mean sea level, of the lowest floor (including basement) of all structures; in Zone AO, elevation of highest adjacent grade and proposed elevation of lowest floor of all structures; or proposed elevation in relation to mean sea level to which any nonresidential structure will be floodproofed, if required by Yolo County Code Section 8-3.501.(c).(4)
- 18. Include all appropriate certifications listed in Yolo County Code Section 8-3.403(d).
- 19. In the A99 zone, base flood elevation and construction specifications shall be provided by a licensed engineer. For all new proposed development (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is less, and located in areas of special flood hazards where base flood elevations have not been provided, include base flood elevation data prepared by a registered professional engineer.

B. TITLE BLOCK

A TITLE BLOCK shall be provided in one corner of each page of the plot plan, and contain the following information:

- 1. Proposed use(s).
- 2. Name, address and phone number of property owner and engineer or architect.
- 3. Assessor's Parcel Number and Project address (if applicable).

C. LOCATION MAP

A LOCATION MAP shall be provided on a separate map or page and include the following:

- 1. North arrow and scale.
- 2. Existing street pattern with names (from the property to the first public road). If the property is ¼ mile or more from the nearest public road, an approximate distance shall be shown.
- 3. Subject property identified with cross-hatching.

D. LEGEND

A LEGEND shall be provided, and shall include the following information:

1. Gross acreage of subject property and net area of property (excluding streets and access easements).
2. Number of required and proposed parking and loading spaces and parking area size in square feet.
3. Building coverage (square footage of structures divided by square footage of property).
4. Percentage of landscaping provided based on the gross area of site, parking and drive areas.

