



Village of Liverpool
310 Sycamore Street, Liverpool, NY 13088
Phone: (315) 457-3441, Fax: (315) 457-5119
Email: codes@villageofliverpool.org

Floodplain Development Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Date Notified:	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS		TAX MAP NO. _____-_____-_____	ZONING
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

APPLICANT ☐ Same as above

NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

PROJECT DETAILS

PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	FIRM PANEL NUMBER	PROJECT IN OR ADJACENT TO <input type="checkbox"/> Lakeshore <input type="checkbox"/> Wetlands	ESTIMATED COST OF ALL WORK \$
DESCRIPTION OF PROPOSED WORK			

STRUCTURAL DEVELOPMENT

PROJECT TYPE <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration		<input type="checkbox"/> Relocation <input type="checkbox"/> Demolition <input type="checkbox"/> Replacement	STRUCTURE TYPE <input type="checkbox"/> Residential (1-4 Family) <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (More than 4 Family) <input type="checkbox"/> Mixed Use (Residential & Commercial)
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OTHER DEVELOPMENT ACTIVITIES

CHOOSE ALL THAT APPLY

<input type="checkbox"/> Excavation	<input type="checkbox"/> Fill	<input type="checkbox"/> Driveway, Parking Lot, Street or Bridge Construction
<input type="checkbox"/> Grading	<input type="checkbox"/> Drainage Improvements	<input type="checkbox"/> Subdivision (New or Expansion)
<input type="checkbox"/> Other (Please Specify):		

CONTRACTOR		DESIGN PROFESSIONAL	
COMPANY NAME		NAME AND LICENSE NUMBER	
ADDRESS		ADDRESS	
CONTACT NAME	PHONE	PROFESSION <input type="checkbox"/> RA <input type="checkbox"/> PE <input type="checkbox"/> Other	PHONE
EMAIL	EMAIL		

APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Liverpool. All information on this permit application is accurate to the best of my knowledge.

Inspections Required: Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.

SIGN HERE

PRINT NAME

DATE

Floodplain Development Permit Application Procedure Village of Liverpool

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- A) Complete all applicable sections of this application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:
(Some may not be applicable to your project)
- ☐ A copy of the property survey.
 - ☐ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
 - ☐ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below the first floor and details of enclosures below the first floor. Also, _____
 - ☐ Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
 - ☐ Plans showing the extent of watercourse relocation and/or landform alterations.
 - ☐ Top of new fill elevation _____ Ft. NGVD (MSL).
 - ☐ Floodproofing protection level (non-residential only) _____ Ft. NGVD (MSL). For floodproofed structures, applicant must attach certification from registered engineer or architect.
 - ☐ Other: _____
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- ☐ Contractor Insurance Certificates with Village of Liverpool as certificate holder:
- General Contractor's Liability Insurance Certificate
 - General Contractor's Workman's Compensation Insurance Certificate or exemption
 - Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
 - General Contractor's Disability Insurance Certificate
- D) Typical applications take 3-5 days to review.
- E) All applicable inspections listed on the Building Permit are mandatory. Please call at least one day ahead to schedule inspections.
- F) Length of validity. Permits shall be valid for up to one year from date of issue. An extension may be granted provided that good cause is shown and an extension application is submitted prior to the end of the first year. An extension request may require review by the Zoning Board of Appeals. If at the end of two years substantial work has not been done, the permit shall expire and shall be null and void.
- G) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.

(TO BE COMPLETED BY FLOODPLAIN ADMINISTRATOR)

PART 1: FLOODPLAIN DETERMINATION

The proposed development is located on FIRM Panel No. _____, Dated _____.

The Proposed Development:

- ☐ The proposed development is reasonably safe from flooding.
- ☐ The proposed development is in a flood prone area.
- ☐ 100-Year flood elevation at the site is: _____Ft. NGVD (MSL) ☐ Unavailable
- ☐ See Section 4 for additional instructions for development that is or may be in a flood prone area.

SIGNED _____ DATE _____

PART 2: ADDITIONAL INFORMATION REQUIRED

- ☐ A copy of the property survey.
 - ☐ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
 - ☐ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below the first floor and details of enclosures below the first floor.
- Also, _____
- ☐ Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
 - ☐ Plans showing the extent of watercourse relocation and/or landform alterations.
 - ☐ Top of new fill elevation _____ Ft. NGVD (MSL).
 - ☐ Floodproofing protection level (non-residential only) _____ Ft. NGVD (MSL). For floodproofed structures, applicant must attach certification from registered engineer or architect.
 - ☐ Other: _____

PART 3: PERMIT DETERMINATION

I have determined that the proposed activity:

A. ☐ Is

B. ☐ Is not

in conformance with provisions of Local Law #_____, (yr)_____.

The permit is issued subject to the conditions attached to and made part of this permit.

SIGNED _____ DATE _____

If BOX A is checked, the Local Administrator may issue a Development Permit upon payment of designated fee.

If BOX B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from the Board of Appeals.

APPEALS: Appealed to Board of Appeals? ☐ Yes ☐ No

Hearing date: _____

Appeals Board Decision --- Approved? ☐ Yes ☐ No

Conditions:

PART 4: AS-BUILT ELEVATIONS (To be submitted by **APPLICANT** before Certificate of Compliance is issued)

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas, bottom of lowest structural member of the lowest floor, excluding piling and columns) is: _____ FT. NGVD (MSL).
2. Actual (As-Built) Elevation of floodproofing protection is _____ FT. NGVD (MSL).

NOTE: Any work performed prior to submittal of the above information is at the risk of the Applicant.

PART 5: COMPLIANCE ACTION

The **LOCAL ADMINISTRATOR** will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS:	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO

PART 6: COMPLIANCE ACTION

The **LOCAL ADMINISTRATOR** will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS:	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
	DATE _____	BY _____	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO

PART 7: CERTIFICATE OF COMPLIANCE

Certificate of Compliance issued: DATE: _____ BY: _____