

**City of Memphis Division of Engineering
Floodplain Development Permit Application**



Applicant Information



Applicant: _____
Property Address: _____
Shelby County Parcel No: _____

Type of Development

Mining: _____ Grading: _____ Fill: _____ Storage of Equipment: _____
Dredging: _____ Paving: _____ Excavation: _____ Building Type: _____
Structure: _____ Drilling: _____ Drainage Facilities: _____
Size of Development: Acreage: _____ Structure Sq Ftg: _____
Number of lots: _____ Vents: _____
Brief Description of Development: _____

Floodplain Information

FIRM Map No: _____ Map Effective Date: ____/____/____
Inside regulatory floodplain limits: Yes _____ No _____
Zone: A _____ AE _____ X _____ Floodway _____

Development Standards Data

- 1) Base Flood Elevation: _____ 2) Actual First Floor Elevation: _____
3) Attach Elevation Certificate (survey certification)
4) Include Engineering Certification and supporting data.
5) Include Floodproofing certificate information

Substantial Damage/Improvement: Yes _____ No _____
(As built certification needed if yes): _____
Watercourse Alteration: Yes _____ No _____
Engineering data/analysis submitted: Yes _____ No _____

Permits

TDEC ARAP/401 Water Quality Certification: _____ TDEC CGP: _____
USACE 404 Permit: _____ USACE Other Permits: _____
TVA Permits: _____ Local Stormwater Permits: _____
Floodway/Other: _____

Applicant Acknowledgement: I understand that the issuance of this permit is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided as required. I agree to comply with all applicable provisions of all ordinances or other laws affecting the proposed development.

Applicant (Print and Sign)

Date

INTERNAL USE

Permit #: _____
Date: _____
Issued By: _____

City of Memphis Floodplain Permit Instructions

Applicant Info

- Applicant: Name of the property owner where the proposed development will occur
- Property address: the physical address where the proposed development will occur, per the Shelby County Assessor's website.
- Shelby County Parcel Number: enter the parcel ID listed for the property on the Shelby County Assessor's website.

Type of Development

- Place a check mark by each of the categories that apply to the proposed activity.
- Building Type: Select the closest type of development to the options in the drop-down box.
- Size of Development
 - Acreage: enter the number of acres for the site
 - Structure square footage: enter the amount of square feet for any proposed structures that might be placed on the site. If there are no buildings or structures proposed, enter "N/A"
 - Number of lots: enter the number of lots proposed in the development. If none, enter "N/A"
 - Vents: enter the number of vents proposed in all structures. If none, enter "N/A"
 - Brief description of development: enter in this area what is involved in the proposed development. Attach drawings if necessary.

Floodplain Information

- FIRM Map No: Enter the FEMA panel number that displays your site
 - Map Effective Date: Enter the effective date for the FIRM map
- Inside regulatory floodplain limits: select yes if your development is within the regulatory floodplain limits.
 - Zone: select all flood zones applicable to your development

Development Standards Data

- Base Flood Elevation: Enter the base flood elevation by utilizing the appropriate FEMA flood insurance study (FIS) profile. If not available, enter "N/A"
- Actual First Floor Elevation: Enter the first floor elevation of the lowest structure on the site. If there are no structures proposed, enter "N/A."
- Attach the following to the application:
 - A completed elevation certificate using the latest form published by FEMA
 - Any supporting data and an Engineering Certification
 - Any floodproofing certificate information
- Substantial Damage/Improvement: select if this is a repair of substantial flood damage or is a substantial improvement.
 - If so, include an as-built certification
- Watercourse Alteration: select if you plan on altering a watercourse
- Engineering data/analysis submitted: select if you have submitted this data

Permits

- TDEC ARAP/401 Water Quality Certification: Fill in the tracking number assigned by the Tennessee Department of Conservation (TDEC) for any ARAP or 401 Water Quality Certification. If no permit is required, enter "N/A." If more than one permit is required, fill it in under "Floodway/Other."

- TDEC CGP: Fill in the tracking number assigned by TDEC for any Construction General Permit (CGP). If no permit is required, enter “N/A.”
- USACE 404 Permit: Fill in any permit number assigned by the US Army Corps of Engineers (USACE) for alterations to any watercourse. If none, enter “N/A”
- USACE Other Permits: Fill in any other permits that might be issued by the USACE, as well as any additional 404 permits that might be required. If none, enter “N/A”
- TVA Permits: Fill in any permits you have obtained from the Tennessee Valley Authority (TVA). If none, enter “N/A.”
- Local Stormwater Permits: Fill in any local stormwater permit numbers. If none, enter “N/A.”
- Floodway/Other: Use this blank for any other permits you were required to obtain from other agencies, or additional permits that were required by TDEC, USACE, or TVA. State the agency, followed by the permit number. If none, enter “N/A.”

Applicant Acknowledgement

Print your name and sign the application. Print in the top box and sign in the bottom box under “Applicant (Print Name and Sign).”

You may print this form and sign it by hand or digitally sign it and submit the PDF file.