
DEVELOPMENT APPLICATION PROCESS
For Development within
SPECIAL FLOOD HAZARD AREAS

**QUICK CHECK LIST FOR
SUBMITTAL**

- Special Flood Hazards
Development Permit
Application Form
- Plans, elevations,
certifications
- Valuation and assessment
- Fees

APPLICABILITY

The City Council of the City of Ferndale adopted Ordinance 315 on February 4, 1991. The Ordinance specifies flood damage prevention measures for the regulation of land use and development in areas subject to flood inundation. The Ordinance establishes a development permit for any development within an area of special flood hazard, as defined in the Ordinance. The Ordinance places responsibility for the collection of information and the review and approval of development permits with the Floodplain Administrator (the City Engineer).

PURPOSE

The City of Ferndale is a participant in the National Flood Insurance Program administered by the Federal Emergency Management Agency (FEMA). In order to maintain compliance with the minimum requirements of the National Flood Insurance Program, the procedures described have been established. Failure to comply with Ordinance 315 and these procedures could put the entire community at risk of being ineligible to participate in the Program.

DEFINITIONS:

Definitions of terms used in these procedures are stated in Ordinance 315. The following definitions are re-stated here for reference.

“Development” means any man-made 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.

“Special Flood Hazard Area” means an area having special flood hazards and shown on an FHBM or FIRM as Zone A, AO, A1-A30, AE, A99 or AH.

“Substantial Improvement” means any reconstruction, rehabilitation, addition or other proposed new development of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either (1) any project for improvement of a structure to correct existing violations or 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 ensure safe living conditions or (2) any alteration of a “historic structure”, provided that the alteration will not preclude the structure’s continued designation as a “historic structure.”

PROCESS

1. Application for a development permit shall be made on the attached form(s). Application for a development permit shall be concurrent and shall be processed with a building permit application. If a building permit is not otherwise required, the applicant shall provide necessary information to the satisfaction of the City Engineer/Building Official.
2. Application of a development permit shall include a plan review fee deposit consistent with the City’s current fee resolution.
3. The City Engineer/Building Official shall review the development permit for compliance with city ordinances, building codes, and other required state and federal regulations. Permit review requirements are outlined in Ordinance 315.
4. In order to make a determination of “Substantial Improvement,” the City Engineer shall use the assessed value of “improvements” as stated on the most recent property tax assessment on file with the Humboldt County Assessor’s Office. If the applicant so chooses, they may submit a certified appraisal of the structure prepared within 120 days of the date of acceptance of the application as complete. The appraisal shall be prepared and certified by a licensed real-estate appraiser.
5. No work on the project shall begin until the development permit has been approved by the City Engineer/Building Official. Prior to the issuance of the development permit, the applicant shall pay to the city a fee as calculated by the City Engineer/Building Official, consistent with the City’s current fee resolution, minus any deposits already paid. Upon approval of the development permit by the City Engineer/Building Official, the applicant may begin the work as approved.
6. Upon completion of the work, the applicant is required to notify the City Engineer/Building Official and submit all appropriate as-built certifications.
7. The City Engineer/Building Official shall issue an occupancy permit only after inspection of the work and a review of the as-built certifications for compliance.

APPLICATION REQUIREMENTS

See Application

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, contact Ferndale City Hall at 707.786.4224 or cityplanner@ci.ferndale.ca.us

DEVELOPMENT PERMIT APPLICATION
for Development within
SPECIAL FLOOD HAZARD AREAS

1. Name of Property Owner: _____
Address: _____
2. Name of Applicant (if different): _____
Address: _____ Phone: _____
3. Property Location: _____
Accessor Parcel Number(s): _____
4. Description of Proposed Project: _____

I hereby certify that to the best of my knowledge the information in this application and all attached exhibits is full, complete and correct, and I understand that any misstatement of omission of the requested information or of any information subsequently requested shall be grounds for denying the application, or suspending or revoking a permit issued on the basis of these of subsequent representations, or for the seeking of such other and further relief as may seem proper to the City.

Signature of Applicant or Agent

Date

Include the following documents with this application:

1. Three (3) copies of a plot plan, drawn to scale, showing the proposed improvement. The plot plan shall be as required for a building permit. The City Clerk can provide you with a Plot Plan Checklist.
2. A valuation of the proposed improvements, as well as the assessed value of the existing structure(s)
3. A Plan Check Fee Deposit as calculated by the City Engineer/Building Official based on the City's current fee resolution;
4. 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.
5. Proposed elevation in relation to mean sea level to which any non-residential structure will be flood-proofed;
6. All appropriate certifications:
 - a. Floor elevations
 - b. Elevations in area of shallow flooding
 - c. Elevation or floodproofing of nonresidential structures
 - d. Wet floodproofing standards
 - e. Subdivision standards
 - f. Floodway encroachments
7. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.