

CITY OF DUNCAN
PERMIT REVIEW CHECKLIST

Permit No: _____

1. Is development site in the Special Flood Hazard Area? Yes No
 2. Is permit application complete?
 - Appropriate spaces are filled out.
 - Attached plans adequately describe the proposed development.
 - Elevations of the lowest floor of proposed structures are provided.
 - Required certificates for flood-proofing are attached, signed and sealed.
 - Base Flood Elevation data is provided for large subdivision proposals.
 - Fee is paid.
 3. Does proposed development require other permits? Yes No
 4. What is the Base Flood Elevation (or depth number, if in AO Zone) at the development site? _____ feet
 5. Does proposed development meet NFIP General Standards?
 - Construction materials and methods resistant to flood damage.
 - Anchored properly.
 - Utilities safe from flooding.
 - Subdivisions designed to minimize flood damage.
 - Encroachments proposed will not obstruct floodwaters.
 6. Does proposed development meet NFIP Specific Standards?
 - Lowest floor elevated or building flood-proofed to or above BFE.
 - Enclosure below elevated floor has proper openings.
 - Manufactured home is properly sited and anchored.
 - Recreational vehicle is road-ready and on-site less than 180 days.
 7. Is proposed development in regulatory floodway? Yes No
If yes, has applicant demonstrated that development will result in no increase in flood heights (has no rise certificate been obtained, as required?)
 Yes No
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RECOMMENDATION

- GRANT PERMIT**
- REQUEST ADDITIONAL INFORMATION**
- DENY PERMIT**

Administrator

Date

Floodplain