



APPLICATION CHECKLIST

FLOODPLAIN USE PERMIT

SUBMITTAL REQUIREMENTS

- Completed [Floodplain Use Permit Application](#)
- Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable
- Permit fees, due at time of submittal ([see comprehensive fee schedule](#))
- Location Map
- Site Plan - The following information must be identified and labeled, if applicable
 - o Property/Lot lines
 - o North Arrow & drawing scale
 - o Existing and proposed structures – including buildings, fences, walls, wells, tanks irrigation, etc.
 - o Identify total area in square feet of buildings
 - o Fill
 - o Storage of materials
 - o Drainage features or facilities – including flow arrows, swales, channels, drainage details, etc.
 - o Existing contours at min of one-foot intervals with labels, 50 feet beyond the project boundary
 - o 100-yr floodplain lines, FEMA flood zone(s) and erosion hazard setbacks for significant drainageways
 - o Grading Limits
 - o Proposed elevation of the lowest floor for all structures
 - o Proposed elevation of existing highest adjacent grade (Zone AO only)
 - o Flood-proofed elevation (non-residential structures only)
- Plan Notes - The following information must be provided on the cover sheet, if applicable
 - o Basis of elevation, including elevation datum with conversion factor between NGVD & NAVD
 - o Identification and elevation of bench mark used
 - o Description of stabilization, erosion, and drainage control measures.
 - o Calculate venting requirements when stem wall/crawl space construction
 - o Materials for skirting and tie down requirements (Factory Built Structures only)
 - o "Owner will hold the Town of Marana, its successors and assigns, harmless in the event of flooding."
 - o "Drainage will not be altered, disturbed, or obstructed without the approval of the Marana Town Council."
- Certification by an Arizona registered professional civil engineer or architect that the flood proofing methods for any nonresidential structure meet the flood proofing criteria, if applicable
- Required base flood elevation data for all subdivisions, if applicable
- Description of the extent to which any watercourse will be altered or relocated as a result of proposed development, if applicable
- Items required or permitted as part of state standard SS6-05 (development of single family homes in floodplain), if applicable
- Hydraulic Analysis, if applicable
- Scour calculations, if applicable

FOR OFFICIAL USE ONLY

Permit No. _____

Date Received _____

Revision Date 11/14/2022