



## FLOODPLAIN DEVELOPMENT SUBMITTAL CHECKLIST

### Special Flood Hazard Areas

The City has two Special Flood Hazard Areas (Zone A/100-year floodplain). This means there is a one percent chance that properties in these areas may flood in any given year. The largest area surrounds the lake and the second is located along a portion of Catherine Creek. The City requires that developers acquire a Floodplain Development Permit for construction and/or development activities within the floodplain.

### Why is a Floodplain Development Permit required?

The City requires Floodplain Development Permits to protect private property from floods and to protect natural resources, associated with or dependent on the 100-year floodplain, such as streams and salmon from construction impacts. Floodplain rules may affect construction techniques and the location of structures in relation to the 100-year floodplain.

### Do all activities require a Floodplain Development Permit?

Not all activities require a Floodplain Development Permit, for example normal property and structure maintenance and landscaping do not require a permit. The following is a summary of exempt and allowed activities (see [LSMC 14.64.030](#) for a complete description of each activity).

#### Nondevelopment Activities:

- Routine landscaping that does not involve grading, excavation, and/or filling;
- Removal of noxious weeds & hazard trees and replacement of non-native vegetation;
- Normal maintenance of structures, such as re-roofing;
- Normal maintenance of above ground utilities and facilities;
- Normal maintenance of streets and roads, with no expansions of paved areas;
- Normal maintenance of a levee or other flood control facility; and
- Normal farm practices (other than structures or filling) on existing farms

#### Activities Allowed with a Floodplain Development Permit:

- Repairing and/or remodeling existing structures;
- Maintenance and/or repair of shoreline stabilization structures;
- Maintenance, repair, remodel and/or new over-water structures, such as docks;
- Expanding existing structures when the expansion does not increase the existing footprint more than 10 percent;
- Restoring and/or enhancing natural habitat features;
- Development of open space and recreational facilities, such as parks, trails, and hunting grounds, that do not include fill, the creation of structures and/or impervious surfaces; and
- Maintenance and/or repair to on-site septic systems provided the ground disturbance is the minimum necessary to carry out the maintenance and/or repair.

### What is the process?

The City reviews Floodplain development permits as Type I administrative permits. If the Floodplain Development Permit pertains to another higher-level land use process, the City will consolidate the review with the higher-level review process.

### **Is there a designated review and appeal process?**

The Planning and Community Development Director is responsible for determining the floodplain boundary and approving Floodplain Development Permits. Chapter 14.16A LSMC establishes the appeal procedures for administrative actions. If a landowner believes that their property is not within a regulatory floodplain, they can request a map correction from FEMA. If FEMA approves the map correction, the floodplain rules will not pertain to that property.

### **What rules pertain to Floodplain Development Permits?**

- [Chapter 14.64 \(Part I\)](#) — Special Flood Hazard Area Regulations
- [Chapter 14.08](#) — Definitions
- [Chapter 14.16A](#) — Process
- [Chapter 14.88](#) — Critical Areas
- [Chapter 14.92](#) — Shoreline Management
- [Shoreline Master Program](#)

### **Required Submittal Items:**

1. Completed Type I Application Form
2. Intake Fee
3. Critical Area Study and Mitigation Plan (if applicable per [LSMC 14.88](#))<sup>1</sup>
4. Floodplain Maps
5. Shoreline Exemption or Shoreline Permit application (if applicable)<sup>2</sup>
6. Other materials required by the Planning and Community Development Director or designated planner

### **Site Plan Requirements:**

7. Vicinity Map, Scale, North Arrow, and Date of Preparation
8. Legal Descriptions and Tax Account Number(s)
9. Property information including location, dimensions, topography, and base flood elevation
10. Names & location of all lakes, waterbodies, waterways & drainage facilities within 300 feet
11. Elevations of the 10, 50, 100, and 500-year floods, as needed
12. Boundaries of the regulatory floodplain, special flood hazard area, floodway, riparian habitat zone, and channel migration area, as appropriate
13. Proposed drainage system including, but not limited to storm sewers, overland flow paths, detention facilities and roads
14. Existing and proposed structures, fill, pavement and other impervious surfaces, and sites for storage materials
15. Critical areas per [LSMC 14.88](#)
16. Existing native vegetation and proposed revegetation

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<sup>1</sup> Before final approval, the applicant must record a Notice on Title or a Critical Areas Site Plan with the Snohomish County Auditor

<sup>2</sup> Please note projects that require a floodplain development permit may also require a shoreline permit per Chapter 14.92 LSMC