

Permit #: \_\_\_\_\_

Date Received: \_\_\_\_\_



### City of Pasadena

## Floodplain Development Permit

Engineering Department, 1149 Ellsworth Dr., Pasadena TX, 77506  
713-475-7835

The Floodplain Development Permit Application must have **all blanks filled in** or it will be **rejected**. The application must include two (2) complete sets of legible Engineer sealed plans. All plans must be to scale and include the following:

<input type="checkbox"/> Vicinity map with north arrow <input type="checkbox"/> Lot dimensions, property lines, and easements <input type="checkbox"/> Existing topographic survey <input type="checkbox"/> Adjacent streets and centerline elevations <input type="checkbox"/> Grading Plan with existing and proposed site elevations. <input type="checkbox"/> Site Plan with existing and proposed structures including dimensioned setbacks, their relation to areas of special flood hazard and proposed finished floor elevations. <input type="checkbox"/> Elevations of all machinery and/or equipment serving the structure. <input type="checkbox"/> FIS-determined 100-year base flood and 500-year flood elevations. <input type="checkbox"/> Benchmark used with description	<input type="checkbox"/> Drainage Plan with existing and proposed drainage system including calculations (Atlas 14). <input type="checkbox"/> Detention and/or mitigation ponds with cross sections, design calculations and cut/fill calculations. <input type="checkbox"/> All existing and proposed sanitary sewer service lines including any sample wells or grease traps. <input type="checkbox"/> All existing and proposed water lines including meters and backflows. <input type="checkbox"/> All offsite utility crossings require a plan and profile <input type="checkbox"/> Dedicated easement documents, access agreements, approved pipeline crossings and other documents as are pertinent to this proposed development. <input type="checkbox"/> Storm Water Pollution Prevention Plan <input type="checkbox"/> Current City of Pasadena Standard Details <input type="checkbox"/> Approvals from any other outside agencies.
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**Any utility crossings or extensions within a City Right of Way will require a separate Right of Way Permit. A separate Culvert Permit is required for all new or replacement roadside culverts along a City Right of Way.**

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION I: PROPERTY DETAILS

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Plat Name: \_\_\_\_\_

### SECTION II: TYPE OF DEVELOPMENT

Project Description: \_\_\_\_\_

**Residential:**  New  Remodel  Addition  Generator

**Nonresidential:**  New  Remodel  Addition

(Check all that apply)  Fill  Grading  Utilities  Private Road  Right of Way Improvements  Excavation  Paving

Overlay  Drainage  Driveway/Sidewalks  Roadside Culverts  Demolition  Generator

Detention/Mitigation Pond  New Subdivision (number of lots) \_\_\_\_\_  Other (describe) \_\_\_\_\_

**SECTION III: STRUCTURE DETAILS**

Date Structure was built: \_\_\_\_\_ Value of Improvements: \_\_\_\_\_  
(Attach Material and Labor breakdown for remodels and additions)  
Existing Structure Square Footage: \_\_\_\_\_ Proposed Structure Square Footage: \_\_\_\_\_  
Existing Finished Floor Elevation: \_\_\_\_\_ Proposed Finished Floor Elevation: \_\_\_\_\_  
Pre-improvement Structure Value: \_\_\_\_\_ Proposed Garage Finished Floor Elevation: \_\_\_\_\_  
Is this a Flood Damaged Structure: Yes No Proposed Equipment/Machinery Elevation: \_\_\_\_\_

**SECTION IV: FEMA/FIRM/FIS DATA**

(Use current FEMA/Flood Insurance Rate Maps and Flood Insurance Studies. FIS must be used in all zones except X-Unshaded)

Map/Panel No: \_\_\_\_\_ Effective/Revised FIRM Panel Date: \_\_\_\_\_  
Flood Insurance Study Date: \_\_\_\_\_ Flood Insurance Study No: \_\_\_\_\_  
Flood Zone(s): \_\_\_\_\_ 100-yr Base Flood Elevation: \_\_\_\_\_ 500-yr Flood Elevation: \_\_\_\_\_  
Flood Data Source: FIS Profile  FIRM Other/Source \_\_\_\_\_ Elevation Datum Used: \_\_\_\_\_  
Letter of Map Change/Date: \_\_\_\_\_ Benchmark Description: \_\_\_\_\_  
Adjacent Streets with Centerline Elevations: \_\_\_\_\_

**SECTION V: SITE DETAILS**

(City of Pasadena detention rate is 0.55 ac-ft/ac for the total acreage)

Total Site Acreage: \_\_\_\_\_ Detention Volume Required/Provided: \_\_\_\_\_  
If more than one lot is being developed is the detention pond in a platted detention reserve: Yes No  
Is site outfalling to City maintained drainage system: Yes No \_\_\_\_\_  
Is Mitigation Required: Yes No Mitigation Volume Required/Provided: \_\_\_\_\_  
Other Permits required? Harris County Harris County Flood Control TxDOT TCEQ FEMA  
Clear Lake City Water Authority Army Corps of Engineers Other \_\_\_\_\_  
Drainage Easements Provided: Yes No Will there be a Letter of Map Change: Yes No  
Environmental Report Completed: Yes No Wetlands on Property: Yes No  
Water/Wastewater Easements Provided: Yes No Detention Pond Maintenance Agreement: Yes No

(SECTION VI must be completed if information provided in Section IV or V above.)

**SECTION VI: SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION**

This application is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information and project design and calculations.

Certifiers Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Contact Number: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



Please read and acknowledge (To be signed by Applicant) I certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. I (we) understand and voluntarily agree that any engineering drawings, calculations, designs, and/or works submitted to the City of Pasadena in connection with this application, including copies of such submittals, will be deemed to be public information subject to release in accordance with the Texas Public Information Act.

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approval of this permit does not guarantee approval and/or issuance of a building permit, site plan approval, plat approval or grant a variance. **This permit application is consistent with Chapter 9 of the City of Pasadena Code of Ordinances; Article IX Flood Damage Prevention, Section 179 Establishment of Development Permit, "A Floodplain Development Permit shall be required to ensure conformance with the provisions of this article regardless of whether the development is within the special flood hazard boundary".**

**PERMIT APPROVAL/DENIAL**

Permit Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Approved     Denied

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**Rejection of Plans**

Failure on the applicant’s part to provide all necessary submittal and project specific requirements will result in a project permit “Rejection” and would require corrections and a resubmittal with corrected revisions of the original drawing packages for approval review.

**THE ORIGINAL PERMIT APPLICATION MUST ACCOMPANY REVISED PLANS AT TIME OF RESUBMITTAL.** Revised plans are required to provide an itemized summary of corrections based on the “Reasons for Rejection”. If the rejection corrections result in a new revision of a sheet that was previously reviewed by the City of Pasadena, before “resubmittal”, the applicant will need to fold over the lower right hand corner of the sheet that is no longer valid and staple it. Then place the new revised sheet with the corrections directly behind it and highlight all the corrections. Do not remove or omit previously marked pages.

**Approved Plans**

All approved Floodplain Development Permits must be included with the Building Permit Application submitted to the Permit department. Failure to include the approved Floodplain Development Permit will result in rejection of the Building Permit Application. If the approved plans were submitted in full size, an electronic copy should be provided to the Engineering department for our records.