



# DRAFT

CITY OF RICHMOND  
Department of Community Development  
Stormwater Management Division

## FLOODPLAIN CHECKLIST

Owner/Applicant Name: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

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

Agent/Contact: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

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

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

Nearest Intersection: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

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

### SECTION 1:        DESCRIPTION OF WORK

#### A.        STRUCTURAL DEVELOPMENT

##### ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

##### STRUCTURAL TYPE

- Residential (1-4 Family)
- Residential (More than 4 Family)
- Non-residential (Floodproofing ?  Yes)
- Mixed Use (Residential & Commercial)
- Manufactured (Mobile) Home (In  
Manufactured Home Park?  Yes)

ESTIMATED COST OF PROJECT \$ \_\_\_\_\_

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## B. OTHER DEVELOPMENT ACTIVITIES

- Clearing
- Fill
- Mining
- Drilling
- Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Works)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please Specify) \_\_\_\_\_

## SECTION 2: FLOODPLAIN DETERMINATION

The proposed development is located on: FIRM Panel# \_\_\_\_\_  
Effective Dated \_\_\_\_\_

The Proposed Development:

- Is **NOT** located in a Special Flood Hazard Area (SFHA)-**STOP HERE**
- Is partially located in the SFHA, but building/development is **NOT**
- Is located in a Special Flood Hazard Area  
FIRM Zone designation is \_\_\_\_\_  
100-year flood elevation at the site is \_\_\_\_\_ ft. NAVD88 (MSL)
  - Unavailable
- Is located in the floodway
- Is located in the flood fringe

## SECTION 3: INFORMATION REQUIRED FOR ALL PLAN SUBMITTALS

- Plan sealed by a Virginia registered professional engineer.
- Benchmark Data and datum, and FIRM reference mark. The project benchmark must be on the same datum as the current FIRM map or include conversion data.
- Base Flood Elevation (BFE) at the property limits and work area.
- Legal description of the property.
- Limits of Special Flood Hazard Area (SFHA) including floodway where applicable.



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- Existing contours at maximum 2 foot contour intervals.
- Grading plan (If grades are altered).
- Include compaction requirements for fill areas.
- Location and elevation of existing and proposed construction in the SFHA, including, but not limited to: streets, pavement, retaining walls, accessory buildings, swimming pools, parking lots, driveways, trash enclosures, storage tanks, and other onsite infrastructures.
- Locations of existing and proposed underground utilities.
- Lot size and dimensions to include bearing and distances.
- Proposed location and type of materials that might be stored long-term in the SFHA post-construction.
- Location of all existing structures, water bodies, and adjacent roads.
- Development plans, drawn to scale, and specifications, including where applicable; details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor.
- Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 Acres, whichever is the lesser, the applicant **must** provide "100-year" flood elevations if they are not otherwise available).
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Change in water elevation (feet)\_\_\_\_\_  Meets floodplain ordinance limits on  
 YES  NO
- Top of new compacted fill elevation \_\_\_\_\_ ft. NAVD 88 (MSL)
- Floodproofing protection level (non-residential) \_\_\_\_\_ ft. NAVD 88 (MSL).  
\* For floodproofed structures, applicant must attach certification from registered engineer or architect.
- Virginia Registered Professional Engineer certifying that the proposed activity in the regulatory floodway will not increase in the height of the "100-year" flood.
- A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.

### **SECTION 4: INFORMATION REQUIRED IF BUILDINGS ARE TO BE CONSTRUCTED, ENLARGED, OR ALTERED WITHIN THE FLOODPLAIN:**

- Provide elevations to verify:
  - a) Residential: Basement or lowest floor at least 1 foot above BFE.
  - b) Non-Residential: Lowest floor or flood proofing 1 foot above BFE

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- Anchorage of proposed structures.
- Venting of enclosed areas for pressure equalization.
- Electrical, heating, ventilation, plumbing, air-conditioning, and other service equipment designed or located to prevent water from entering or accumulating within the components during flooding (above BFE).
- On-site waste disposal systems located to avoid impairment or contamination.

Other:

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Reviewer's Name: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Local Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

For further information, please contact the Stormwater Management Division at 540-646-7586 or visit the City's web site or FEMA web site at:

<http://www.richmondgov.com/departments/communityDev/pes.aspx> or at

[http://www.fema.gov/plan/prevent/fhm/frm\\_form.shtm](http://www.fema.gov/plan/prevent/fhm/frm_form.shtm)