

INSTRUCTIONS FOR VARIANCE APPLICATION FLOODPLAIN MANAGEMENT ORDINANCE

I. Prior to application for the variance:

a. If the site is located in a floodplain area where the limits of the floodway and floodway fringe have not been determined and the drainage area upstream of the site is **greater** than one square mile, the applicant shall forward the site plans and specifications to the DNR for review:

Department of Natural Resources
Division of Water
402 West Washington Street

b. If the site is located in a floodplain area where the limits of the floodway & floodway fringe have not been determined and the drainage area upstream of the site is **less** than one square mile, the applicant shall provide an engineering analysis showing the limits of the floodway, floodway fringe and 100-year elevation for the site.

II. Conditions for filing for a Floodplain variance:

The Flood Advisory Committee may consider issuing a variance to the terms and provisions of the Floodplain Management Ordinance provided that the application demonstrates:

- there exists a good and sufficient cause for the requested variance;
- the strict application of the terms of this ordinance will constitute an exceptional hardship to the applicant, and;
- the granting of the requested variance will not increase flood heights, create additional threats to public safety, cause additional public expense, create nuisances, cause fraud or victimization of the public, or conflict with existing laws or ordinances.

III. Variance applications requirements:

At the time of application, you will be assigned a docket number.

- a. 10 copies of a site plan of the property drawn to an engineer's scale. Include elevations.
- b. 10 copies of your completed application.
- c. 1 copy of your building plans showing proposed elevations.
- d. Cash or a check for \$200.00, made payable to the Area Plan Commission.
- e. Check for \$11.00 plus \$2.00 for each additional page for an attached metes and bounds legal description, made payable to the Vanderburgh County Recorder's Office.

IV. After application submittal:

The Flood Advisory Committee meets on Monday mornings at 9:15 a.m. in Room 318. All applications received by noon on Wednesday, will be reviewed the next Monday morning. A copy of your application and your site plan will be mailed by the Area Plan Commission office to each of the members of the Flood Advisory Committee.

V. After your variance decision:

You will be notified in writing of the decision of the Flood Advisory Committee. All letters of approval by the Flood Advisory Committee will be recorded in the Recorder's Office to serve as a notice to future property owners that this(these) structure(s) will be subject to increased risks to life and property and could require payment of excessive flood insurance premiums. If your floodplain variance is denied, the check you are required to submit for recording, made payable to the Vanderburgh County Recorder's office will be returned.

VI. Before permits can be issued:

After a decision by the Floodplain Advisory Committee on your variance, you will be required to submit to the Building Commission a Flood Zone Grading Plan. This plan must be approved prior to the issuance of any permits. See Building Commission, Room 310 for details on plan requirements for this plan.

2-28-06

DUTY TO DISCLOSE: The Area Plan Commission and the Flood Advisory Committee may rely on the truth of all representatives in the application. If any condition exists or arises or if any event occurs after filing the application which makes any representation false, inaccurate, misleading or incomplete, and such fact is known by the applicant, his attorney, or other representative (collectively, the "applicant"), it is the responsibility of the applicant to disclose such fact promptly to the Area Plan Commission and the Flood Advisory Committee at or before the public hearing on the application. Failure to make such disclosure may result in denial of or delay in acting on the application.

2-28-06

Docket No: _____ Date Filed: _____ Meeting Date: _____

FLOOD ADVISORY COMMITTEE APPLICATION
Evansville and Vanderburgh County, Indiana

Applicant: _____ Phone: _____

Address: _____ City/State/Zip Code: _____

Property Owner: _____ Phone: _____

Address: _____ City/State/Zip Code: _____

Engineer/Surveyor: _____ Phone: _____

Address: _____ City/State/Zip Code: _____

Address of affected premises: _____

Subdivision name, section, block and lot number(s) or attach complete legal description
if not in a subdivision: _____

Zoning of property: _____ Lot Size: _____ Tax Code: _____

Size, use and year of erection of existing structure(s) on lot: _____

Variance of the Floodplain Management Ordinance is requested for:

____ Erection
____ Alteration
____ Addition
____ Other (Explain) _____
Of _____
(type of structure proposed)

Certified 100-year Flood Elevation _____

Required Flood Protection Grade _____

2-28-06

Requested Variance for Flood Protection Grade _____

Utilities being utilized at this location:

GAS _____ ELECTRIC _____ WATER _____ SEWER _____ SEPTIC _____

All attachments are adopted by reference. I affirm under the penalties of perjury that the foregoing representations are true.

DATE: _____

PROPERTY OWNER'S SIGNATURE (or legal representative for owner):

LEGAL REPRESENTATIVE FOR PETITIONER:

Name: _____

Firm: _____

Address: _____

City/State/Zip: _____

Phone & Fax: _____

Declaration

This form is to be signed by the preparer of a document and recorded with each document in accordance with IC 36-2-7.5-5(a)

I, the undersigned preparer of the attached document, in accordance with IC 36-2-7.5, do hereby affirm Under the penalties of perjury:

1. I have reviewed the attached document for the purpose of identifying and, to the extent permitted by law, redacting all Social Security numbers.
2. I have redacted, to the extent permitted by law, each Social Security number in the attached document.

I, the undersigned, affirm under the penalties of perjury, that the forgoing declarations are true.

Signature of Declarant

Printed Name of Declarant