

Floodplain Variance Application

City of Fort Collins Water Board

Section A: Owner Information

Petitioner name _____

Address _____ Phone _____

Owner name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Legal description and/or address of property _____

Section B: Proposed Project Information

• Description of proposed project (*check all that apply*): new structure addition remodel redevelopment
 mobile home/building attached garage accessory structure fill excavation change of use
 other (*describe*) _____

• Existing use (*check one*): residential non-residential mixed-use vacant ground

• Proposed use (*check one*): residential non-residential mixed-use other _____

• If non-residential or mixed-use, describe in detail: _____

• Critical facility? yes no

• Type of foundation (*check one*): slab-on-grade basement crawl space* enclosed area not subgrade

other (*describe*) _____

**If crawl space, submit crawl space worksheet.*

Remodels and Redevelopment Only

Cost of improvement for this project: _____

Section C: Floodplain Information

• Lowest existing ground elevation: _____ MSL (mean sea level)

• Lowest finished ground elevation: _____ MSL

• Base flood elevation: 100-year flood level _____ 500-year flood level _____

• Regulatory flood protection elevation: _____

• Proposed lowest floor elevation using 10-37(d): _____ (*attach drawing*)

• Floodproofing description (*if available*): _____

• Section(s) of *City Code* for which variance is being requested: _____

• What is the variance request? _____

• What circumstances justify the proposed variance? _____

The applicant hereby certifies that the above information, along with the attached plans and project descriptions, is correct. The applicant agrees to comply with the provisions of the zoning ordinance, building code and all other applicable sections of the *City Code, Land Use Code, City Plan* and all other laws and ordinances affecting the construction and occupancy of the proposed building. The applicant understands that if this variance is approved, the structure and its occupants may be more susceptible to flood damage and, if in a FEMA floodplain, the cost of flood insurance may increase for the property.

Signature of applicant: _____ Date: _____

Office use only

Date application fee paid: _____ Date complete application submitted: _____

Date of variance hearing: _____ Variance: approved denied

Notes/condiditons: _____

If you have questions or need assistance filling out forms, contact Fort Collins Utilities at:

- Phone: (970) 221-6700
- TDD: (970) 224-6003
- Web: fcgov.com/stormwater
- E-mail: utilities@fcgov.com



Floodplain Variance Submittal Requirements

This document has been prepared to assist those persons requesting a variance to Chapter 10 of *City Code* pertaining to floodplain regulations. The requirements listed below will cover most conditions, however, additional information may be needed for unique situations. An up-front meeting is recommended with the applicant and their engineer or architect as early as possible so the City's Floodplain Administrator can assist in the variance process and ensure the variance hearing by the City's Water Board goes as smoothly as possible.

Submittal Deadline

A completed application packet must be submitted to the City's Floodplain Administrator at least three weeks in advance of the Water Board meeting for which the variance will be considered. This allows time for review by staff, printing adequate copies of the packet and distributing the packet to the board.

Water Board Meeting

The Water Board meets the third Thursday of each month. In November and December, the meetings are sometimes combined and held before the Christmas holidays. Professional engineers or architects are encouraged to attend the variance hearing.

Variance Fee

A \$1,000 variance fee is due at the time the variance packet is submitted. If a variance to the \$1,000 fee is requested, this fee variance must be considered by the Water Board at a separate meeting before the variance to the floodplain regulation is considered. The variance to the floodplain regulation would be heard at the next board meeting the following month.

Application Packet

The application packet for the floodplain regulation variance must include:

- Completed Floodplain Use Permit;
- Completed Floodplain Variance Application form;
- Narrative explaining the project and the specific variance to the *City Code* being requested. It must include the reason for requesting the variance, alternatives that were evaluated and why they will

or will not work, any hardship (if any) if the variance is not granted, and any extenuating or mitigating circumstances. Comments should also address *City Code* section 10-27, 10-28, and 10-29 as they apply to the project (see attached).

- Site plan(s) with information pertaining to the variance. Items to be included on the site plan should be discussed with the Floodplain Administrator. Information generally shown on the site plan includes:
 - existing and proposed grading;
 - floodplain and floodway boundaries;
 - cross-section and base flood elevation lines;
 - size, location and spatial arrangement of all proposed and existing structures;
 - building layout showing any existing buildings relative to any proposed additions;
 - elevation of the lowest floor including basement or crawl space for any structures or additions that are being proposed; and
 - landscaping and fences.

Notes:

- Drawings should be 11"x17" or smaller. If applicant requests color drawings, 18 originals will be needed.
- Additional information may be required, including:
 - floodproofing designs by a professional engineer or architect;
 - building elevation drawings; and
 - cross-section of proposed improvements.
- For those variances requesting structures in the floodway, no rise calculations following the City's Floodplain Modeling Guidelines shall be submitted for approval. A Colorado registered professional engineer must complete a no-rise certification form and all calculations shall be by the professional engineer using standard engineering methods.

Post Construction Requirements

A post construction elevation or floodproofing certification must be completed prior to issuance of the Certificate of Occupancy (CO) to verify compliance with variance approval conditions. Additional site inspection or certifications may be required.