



1002 S 3<sup>rd</sup> Street  
Laramie, WY 82070

307-721-2568  
planning@co.albany.wy.us  
www.co.albany.wy.us/planning.aspx

## FLOODPLAIN DEVELOPMENT APPLICATION

Incomplete Applications will be returned

### All Applications Must Include the Following:

- Application:** Fill out the attached application form completely.
- Fees:** All applicable fees. Check or Cash only, we do not process credit cards.
- Site Plan:** Submit a complete site plan.
- Easements:** Include any easements granting you legal access to the property.
- Proof of Ownership:** A copy of the deed, lease, or contract for deed as proof of ownership. This may be obtained from the Albany County Real Estate Office (located within the Courthouse).
- Narrative:** Brief project description.
  - Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures.
  - Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed.
  - A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of Article 5, Section B(2).
  - Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.

### Important Notices

Floodplain Development Permits are \$300. This can be paid to the Albany County Planning Office located at 1002 S Third Street in Laramie, WY. The Albany County Planning Office only takes check or cash.

This application will be reviewed by the Planning Office. If the application satisfies the requirements of the Floodplain Regulations, the application will be approved, and the approval packet will be sent to the applicant.

Please call Wyoming One Call (811) at least two business days before you intend to dig (or if you are calling from out-of-state, 1-800-849-2476).

Feel free to email the completed application and all required items to [planning@co.albany.wy.us](mailto:planning@co.albany.wy.us)

**ONE APPLICATION PER SITE**

Incomplete Applications will be returned

Applicant							
Mailing Address							
City		ST		ZIP			
Phone		Cell		Email			
Owner							
Mailing Address							
City		ST		ZIP			
Phone		Cell		Email			
Contractor/Engineer						<input type="checkbox"/> Self-Built	
Mailing Address							
City		ST		ZIP			
Phone		Cell		Email			

**APPLICATION SIGNATURES AND ACCESS PERMISSION**

**Right to ingress property for assessment, evaluation and inspections.**

I hereby grant authorized Albany County Personnel the right to enter onto this said land for any and all inspection purposes necessary to exercise this permit. I certify, to the best of my knowledge, that all information submitted with this application is true and correct.

Owner Signature <b>(REQUIRED):</b>		Date:	
Printed Name of Owner:			
Applicant Signature:		Date:	
Printed Name of Applicant:			

If you do not have full ownership of the property, you (as the applicant) and the owner must sign the application as proof of permission to build.

Description of proposed use							
Building Site Address							
City		ST		ZIP			
Legal Description							
Lot		Block		Subdivision			
Parcel Size							

FOR OFFICE USE ONLY:

FP-		TYPE:		RAA-		CHECK#	
PIN #	05-			ZONING:		RECEIPT#	
SITE ADDRESS						RECEIVED	
MAP REFERENCE		T-	R-	S-	Q-	of	APPROVAL DATE

This application must be approved prior to construction or development of the property. Base flood elevation and the structure's minimum first floor elevation will be established by a professional surveyor. After construction, the structure's first floor elevation must be certified by a Wyoming registered professional engineer or licensed surveyor and submitted to the planning office.

1/4 Section		Section		Township		Range	
-------------	--	---------	--	----------	--	-------	--

In order to secure a permit to build in the floodplain, the applicant must submit a site development plan as provided through the services of a professional engineer registered in the state of Wyoming. The site plan must include a complete description of the construction activity that will take place in the floodplain as well as other construction activity that will take place in the floodplain as well as other construction activity on dry land that is directly related to the floodplain activity (for example, a driveway leading to the site.) it should be understood that the objective of the site development plan is to assure that the proposed development activity is "flood proof" meaning that the plan if properly executed will render all of the proposed structures and appurtenances undamaged in the presence of a 100 year deign flood. The site development plan must include, as a minimum:

- North arrow to permit on-site reckoning.
- Complete graphical description of the property in question including the length and bearing of all property lines as well as the total land area.
- A two-foot interval contour map of the area in question which extends at least two hundred (200) feet beyond the area where development will take place. The contours must be related to mean sea level. In the even that accurate benchmarks are not available within a reasonable distance, a professional land surveyor, registered in the state of Wyoming, may set a benchmark using satellite election acquisition techniques. Two benchmarks are advisable to allow accurate measurements for placement of the structure(s).
- Wastewater provisions including septic tank, leach field and any provisions such as elevation change and erosion control to assure that these provisions will not be destroyed by flood water. In the event that the leach field is elevated, the application must take into account any affect that it might have on the floodplain.
- The floodplain shall be superimposed on the map as a shaded area similar to that which is presented on the Flood Insurance Rate Maps (FIRM). Ground elevations in the presence of dry conditions within the floodplain area must be shown.
- Size, shape and descriptions of all structures to be installed on the property whether in the floodplain or the surrounding space shall be shown. This includes cross culverts, buildings, wing walls, septic systems, etc.
- A cross sectional view of the floodplain at the most restricted area, as caused but the proposed structures, shall be shown. This view must show that the structures will not alter the elevation of the flood waters by more than one foot and shall show all of the measures intended to protect the structures from damage.

## **Instructions regarding the securing of a permit to build in a floodplain**

Construction in a floodplain has to be considered as a potentially hazardous undertaking. For this reason, it is suggested that you consider moving your project out of the floodplain area as your first and best choice. It will, undoubtedly, result in much lower insurance premiums for the structure as well as absolutely assuring that the structure is secure from flood waters.

Sometimes, however, this procedure is not possible which then will result in the applicant's moving on to secure a permit to build in the floodplain. It should be noted that, as part of the review process in obtaining such a permit, the County Planning Office will take into consideration the necessity of building in the floodplain. Alternative locations may/will be considered as part of the review process.

Flood insurance is usually available for those who choose to build in a floodplain providing that the applicant is able to secure a permit, from Albany County, to undertake such a project. A prospective owner should, however, be aware that floodplain insurance can be very costly. In many cases a lending institution will require that a person secure flood insurance in order to be able to move forward in the borrowing process and this often applies even if the structures are only near a floodplain but not in it.

The Federal Emergency Management Agency (FEMA) has provided Albany County with "flood insurance rate maps" (FIRM). These maps show shaded areas along and/or coincident with rivers, brooks, wetlands and other bodies of water in Albany County which are designated as "floodplains." These areas are expected to become inundated with flood water at least once in 100 years (and possibly more often.) These maps are available for perusal at the Albany County Planning office at 1002 3<sup>rd</sup> Avenue in Laramie, WY. These maps comprise the official designation of which lands are in the floodplain and will generally be used in any determination as to extent of the floodplain.

The FIRM for Albany County are best estimates of the extent of the floodplain. The extent of the floodplain for such maps can sometimes be a bit inaccurate. If the floodplain boundaries for your particular project appear to be more extensive than you think are "reasonable" you may want to petition for a "Letter of Map Change" obtainable through FEMA. Under this procedure, your property will be analyzed more extensively to determine a more exact definition of the floodplain. You would then use this new floodplain delineation in setting the site of your project.

In order to secure a permit to build in a floodplain, the applicant must be able to show that their plan will not significantly alter the extent and the elevation of the floodplain. Usually, this is accomplished by evaluating the cross-sectional area of the floodplain (floodway) in the area of consideration and compare it with the floodway after the modification by construction. The floodway cannot change elevation by more than one foot.

The first floor of the proposed living space must be at least two (2) feet above the maximum elevation at the flood boundary. The definition of living space must be carefully considered. For example, should a basement be used strictly for storage of family or business goods, it need not be considered to be "living space." However, as is often the case with split level homes, if the basement is, in fact, living space it must then be elevated by the two foot rule (above.) in the case of conventional structures where the building is set on piers, crawl space walls or other non-habitable structure the elevation of the first "living space" floor must be two (2) feet above flood stage. Keep in mind that footings, foundations, piers and other such building supports must be well anchored such that flood waters will not be able to erode such supports to cause structural failure.