

Flood Management Overlay Checklist

OCMC [17.42](#)

1. ___ **A Completed Application Form with All Property Owner Signatures** (P)
2. ___ **Narrative** (P/DS)
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. ___ **Site Plan** (P)
A detailed site development plan showing:
 - A delineation of the flood management areas on the subject property
 - Plan drawn to scale showing the nature, location, dimensions and elevations of the area in question; existing or proposed structures, fill, storage materials, drainage facilities; and the location of the foregoing.
 - The following information is specifically required:
 - Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
 - Elevation of the Base Flood Elevation in relation to the project area
 - Elevations of the Design Flood Elevation in relation to the project area
 - Elevation in relation to mean sea level to which any structure has been floodproofed
 - Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 17.42.170E.5.; and
 - Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
 - Proposed Cut and Fill with calculation to show balance.
4. ___ **Preliminary Storm Calculations: If Stormwater Management is Required** (DS)
5. ___ **Additional Information or Reports** (P/DS)
If Required in Pre-Application Conference.
6. ___ **Electronic Version of All Application Materials** (P/DS)
7. ___ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)
The names and addresses of property owners within 300 feet of the site from a title company.
8. ___ **Documentation indicating there are no liens favoring the City for the subject site** (P)
9. ___ **A receipt from the County Assessor's Office indicating that all taxes for the parcels involved are paid in full for the preceding tax year**(P)
10. ___ **A current preliminary title report or trio for the subject property(ies)** (P)
7. ___ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

Incomplete applications will not be processed.