



## Floodplain Development Permit Application Checklist

This Checklist is intended to help you provide the information and data needed for a complete application. A request for a Floodplain Development Permit requires a review by staff and approval by the City Council. For questions, please contact Development Services at 512-352-3675 Option 3.

**Incomplete applications will not be accepted.**

### Digital Submission Requirements

**New applications are only accepted once a month.** The application submittal calendar is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/13159/Planning---2023-PZ-Applications-Calendar>

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the *MyGovernmentOnline* User Guide at: [www.taylortx.gov/DocumentCenter/View/9975/Building---MyGovernmentOnline-Instructions?bidId=](http://www.taylortx.gov/DocumentCenter/View/9975/Building---MyGovernmentOnline-Instructions?bidId=)Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

### Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

### Definition Chapter 7 of LDC

**Floodplain:** Shall mean an area of land subject to inundation by a 100-year frequency flood as determined using standard engineering practices and generally as shown on the FIRM (Flood Insurance Rate Map) of the City of Taylor.

### Required Documents

The following paperwork should be submitted as a PDF electronically to your case in MGO:

	<b>Completed and Signed Floodplain Development Permit application</b> <a href="http://www.taylortx.gov/DocumentCenter/View/12654/Planning---Floodplain-Development-Permit-Application">http://www.taylortx.gov/DocumentCenter/View/12654/Planning---Floodplain-Development-Permit-Application</a>
	<b>Deed or Other Proof of Ownership</b> <ul style="list-style-type: none"><li>• Provide a deed or other documentation with your submittal. If the subject property is owned by an entity e.g., an LLC then provide documentation of signatory authority (Certificate of Formation and other forms are available on the Secretary of State website)</li></ul>

	<b>Agent Authorization Form</b> <a href="https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form">https://www.ci.taylor.tx.us/DocumentCenter/View/12455/Planning---Agent-Authorization-Form</a> <ul style="list-style-type: none"> <li>Signed by the property owner and applicant. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee, or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership</li> </ul>
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<b>Additional Information may be Required</b>
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After an initial floodplain determination is completed by the Floodplain Administrator then the following document(s) as directed by the Administrator may be required

	<b>Site Plan</b> <ul style="list-style-type: none"> <li>Provide a site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development</li> </ul>
	<b>Development Plans</b> <ul style="list-style-type: none"> <li>Provide a copy of the site development plan or building permit application items pertinent to the project. This includes plans drawn to scale, and specifications, including where applicable: details for anchoring structures, the proposed elevation of the 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</li> </ul>
	<b>Subdivision Improvement Plans or other Development Plans</b> <ul style="list-style-type: none"> <li>If the subdivision or other development exceeds 50 lots or acres, whichever is the lesser, the applicant must provide “100-year” flood elevations if they are not otherwise available</li> </ul>
	<b>Plans showing the extent of watercourse relocation and/or landfill alterations</b>
	<b>Change in water elevation (in feet):</b> _____ <b>Meets ordinance limits on elevation increase: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <b>Top of new compacted fill elevation:</b> _____ <b>ft. NGVD (MSL)</b>
	<b>Floodproofing protection level (non-residential only):</b> _____ <b>ft. NGVD (MSL)</b> <ul style="list-style-type: none"> <li>For floodproofed structures, the applicant must attach a certification from a registered engineer or architect</li> </ul>
	<b>Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the “100-year” flood</b> <ul style="list-style-type: none"> <li>A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted</li> </ul>

<b>City of Taylor Contacts</b>
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Development Services	512-352-3675 Option 3	Development.services@taylortx.gov
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