

City Engineers Office  
Room 19, City Hall  
Meriden, CT 06450

PERMIT APPLICATION PROCEDURE

Floodplain Management & Development Ordinance

1. The first step is to know or find out if a proposed activity is located within a regulated floodplain area. This may be easily done by referencing the city's Flood Insurance Rate Maps, copies of which have been distributed to all city departments or agencies that serve as regulatory authorities. Understanding of said maps, the accompanying Flood Insurance Study and the ordinance should provide city departments with the ability to instruct a developer on what the next steps are that should be followed.
2. Once it has been determined that a proposed activity falls under the jurisdiction of the new ordinance, the developer, should be given a permit application form. Copies of said form have been distributed to city departments. Additional copies may be reproduced by individual departments or obtained from the City Engineer.
3. At this point the developer should "begin", with the assistance of city staff, completing the application form. The following is a breakdown of how the application should be prepared.

Section I: This section can be completed by the applicant with minor assistance from city staff.

Section II: The applicant and/or city staff all having a reasonable understanding of the Floodplain Ordinance can jointly complete this section of the application. Note that most of the information requested here can be obtained without finalized site plans. The applicant is encouraged to complete as much of this section as practical, in the conceptual stage of a development, leaving uncertain information out until final design is achieved.

Sections III & IV: These sections should be completed by the applicant with the assistance of the City Engineer. Again, it is recommended that the applicant complete or have completed as much of these sections as possible at the preliminary or conceptual stage of a project. The applicant will need much of this information to adequately prepare final design documents for submission to the city for review. An example of this is in obtaining "existing" base flood data. These are obviously needed if compliance with ordinance provisions is to be achieved. Leave the remaining items until final design is accomplished.

4. To "finalize" the application form the applicant must finalize his/her project documents as described in Section III. Normally, these documents are capable of being included on the usual submittals to other various commissions or departments being dealt with by the applicant.

5. The review process, by the City Engineer, begins when the application is complete with all documentations prepared. The completed application and documentations are then submitted to the City Engineer for review and processing.

Decisions by the City Engineer will take one of the following forms;

- Permitted Use, approved or denied.
- Regulated Use, approved or denied.
- Special Exceptions, referred to the F&EC.

Permitted Uses and Regulated Uses may be granted or denied directly by the City Engineer. Special exceptions can only be granted by the Meriden Flood and Erosion Commission.

We intend to render decisions on permit applications during the same time frame within which other city agencies (Planning, Wetlands, Building Dept. etc.) are conducting their reviews. It is not our intent to hold developers up with extra review time requirements.

Adaquate understanding of the Floodplain Ordinance and objectives of the review process by applicants and city staff will greatly facilitate minimal complication and inconvenience in implementing the City's Floodplain Management program.

CITY OF MERIDEN  
FLOOD AND EROSION COMMISSION  
MERIDEN, CONNECTICUT

PERMIT APPLICATION  
FOR  
FLOODPLAIN DEVELOPMENT

(Official Use Only)

Date of Application \_\_\_\_\_ Date Approved/Denied \_\_\_\_\_  
Application Number \_\_\_\_\_

SECTION I  
APPLICANTS INFORMATION

1. Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (    ) \_\_\_\_\_
2. Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (    ) \_\_\_\_\_
3. Location of Property:  
Assessor's Lot Number ~~(s)~~ \_\_\_\_\_ Block Number (s) \_\_\_\_\_  
Street(s) of Access \_\_\_\_\_  
Name of Watercourse(s) \_\_\_\_\_  
Total Area of Lot(s) \_\_\_\_\_

SECTION II  
PROJECT DESCRIPTION

1. Floodplain use for which the applicant is seeking a permit.  
(Check one).  
Permitted Use \_\_\_\_\_ Regulated Use \_\_\_\_\_  
Special Exception \_\_\_\_\_

2. General description of proposed activity.  
(Check all appropriate categories).

New Development \_\_\_\_\_ Substantial Improvement \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
\_\_\_\_\_

Proposed encroachment of Floodfringe Area \_\_\_\_\_

Proposed encroachment of Regulated Floodway \_\_\_\_\_

Proposed alteration of Watercourse \_\_\_\_\_

Floodproofing techniques proposed \_\_\_\_\_

Does this proposal involve the disturbance of designated  
Wetland areas? Yes \_\_\_\_\_ No \_\_\_\_\_

### SECTION III

#### REQUIRED DOCUMENTATION

The following items have been requested by the Administrator:  
(as specified below):

1. Site plans \_\_\_\_\_
2. Detail plans \_\_\_\_\_
3. Construction specs \_\_\_\_\_
4. Drainage comps \_\_\_\_\_  
\_\_\_\_\_
5. Floodproofing details \_\_\_\_\_
6. Floodproofing certification \_\_\_\_\_

### SECTION IV

#### TECHNICAL & PLANNING DATA

1. Project Specifics (Provide the following information from  
official sources or submitted documentation).

Existing base flood flow rate \_\_\_\_\_ Source \_\_\_\_\_

Existing base flood elevation (relative to mean sea level)

\_\_\_\_\_ Source \_\_\_\_\_

Lowest finished floor elevation of existing buildings \_\_\_\_\_

Lowest finished floor elevation of proposed buildings \_\_\_\_\_

2. Floodway Alterations Proposed:

Proposed base flood flow rate \_\_\_\_\_

Proposed base flood elevation (relative to mean sea level)

\_\_\_\_\_  
Length of reconstructed or altered floodway \_\_\_\_\_

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The applicant understands that this application shall be considered complete only when all information and documents required by the Administrator have been submitted.

The undersigned warrants the truth of all statements contained herein and in all supporting documents to the best of his/her knowledge and belief.

\_\_\_\_\_  
Applicant's Signature

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Due consideration was given to this application as to its conformance with the requirements, stipulations and intent of the City's Floodplain Management and Development Ordinance, dated September 30, 1982, and as may be amended. The Administrator of said ordinance does hereby take the following action concerning this application:

\_\_\_\_\_  
Administrator's Signature and Title

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Due consideration was given to this application as to its conformance with the requirements, stipulations and intent of said Ordinance. The Meriden Flood and Erosion Commission does hereby take the following action concerning this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Chairman or Secretary, Flood & Erosion  
Commission