



Flood Plain Development Permit Instructions

- 1. Site Plan:** Must be drawn to scale showing the existing and proposed structures, surface improvements, property lines, streets, slope of land, floodplain and floodway boundaries and any watercourses.
- 2. Elevation Data:** May be in the form of a topographic contour lines or spot evaluations on the site plan if provided by FEMA. The Base Flood Elevation (BFE) and **proposed** lowest floor elevation must be on the building design plans. The lowest floor **must be a minimum of TWO feet above the Base Flood Elevation** or higher.
- 3. No-Rise Certificate:** Is required for any development within a regulatory floodway. This document must be completed by a registered professional engineer and be based upon hydraulic and hydrologic studies. It must show an absolute **ZERO** rise in floodwaters to be accepted.
- 4. Flood Proofing Certificate:** In the case of a non-residential structure that is to be flood proofed; pre and post-construction certification from a registered Professional Engineer or Architect that the flood proofing method meets NFIP criteria.
- 5.** Complete the Flood Plain Development Permit Application.
- 6.** Pay the applicable \$200.00 fee via cash, check or money order in office.

Upon receipt of all of the above documentation, the permit application will either be approved or denied within five (5) days.

Upon completing construction of the lowest floor or installation of a mobile home, an Elevation Certificate must be submitted. The Elevation Certificate must be sealed and signed by a Professional Engineer, Land Surveyor or Architect showing the actual lowest floor elevation in relation to the Base Flood Elevation (BFE).

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