



DALLAS COUNTY
LEVEL 1 DEVELOPMENT PERMIT APPLICATION FORM

STATE OF TEXAS §

COUNTY OF DALLAS §

Complete and return to:
Dallas County Public Works
411 Elm Street, Suite 400
Dallas, Texas 75202

- LEVEL 1 PERMIT (Initial Floodplain Verification) FEE- \$35
LEVEL 2 PERMIT (Individual - Restricted Building in Floodplain) FEE- \$100
LEVEL 3 PERMIT (Developer - Restricted Building in Floodplain) FEE- \$250

A LEVEL 1 Permit (Floodplain Review) is required prior to any form of development on any property located in the unincorporated area of Dallas County.

A LEVEL II Permit is required to install any structure on any property located in the unincorporated area of Dallas County within 100 feet of any portion of the 100-yr floodplain. A LEVEL II Permit is also required prior to the approval of a subdivision plat by a developer of a subdivision tract of less than 5 acres in the unincorporated area if any portion of the tract of land is situated within 100 feet of the 100-yr floodplain.

A LEVEL III Permit is required prior to approval of a subdivision plat by a developer of a subdivision tract of greater than or equal to 5 acres in the unincorporated area if any portion of the tract of land is situated within 100 feet of the 100-yr floodplain.

APPLICATION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

1. NAME OF APPLICANT: \_\_\_\_\_
MAILING ADDRESS : \_\_\_\_\_
CONTACT PHONE NO: \_\_\_\_\_

2. LOCATION OF PROPERTY (complete as appropriate)
Property address \_\_\_\_\_
Include the following:
( ) Plat -- current Boundary Survey by a Texas R.P.L.S.
( ) Metes and Bounds (narrative description of the property) - copy of the Deed
( ) Vicinity Map & Site Plan with proposed layout of building.
( ) DCAD Account No. - copy of last year's Tax Statement

3. IS PROPERTY BEING SUBDIVIDED [ 2 or more lots ] ( ) Yes, see below ( ) No
If Yes, Include the following
( ) Number of Proposed Lots \_\_\_\_\_
( ) Total number of acres being subdivided \_\_\_\_\_

4. NATURE OF PROPOSED CONSTRUCTION (check and complete as appropriate)
( ) Residential ( ) Non-Residential ( ) Mixed-Use
( ) Alteration of a Natural Waterway of Drainage Channel ( ) Septic System
( ) Placement of Fill ( ) Sand or Gravel Operation ( ) Other



IF a LEVEL 2 PERMIT IS REQUIRED (\$100 ADDITIONAL FEE) The applicant must provide the following:

1. Demonstration that the proposed development will result in ZERO increase in flood heights within the regulatory floodway of the 100-yr storm as established by the Flood Insurance Rate Maps for Dallas County.
2. Plans drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, or any other landscape alterations.
3. FEMA form 81-31, JUL 00 showing lowest floor elevations of all proposed structures to be one foot above the base flood elevation of the 100-yr storm as established by the Flood Insurance Rate Maps for Dallas County and referenced by the National Geodetic Vertical Datum of 1979 (NGVD).
4. Certification by a Professional Engineer, registered in the State of Texas, of any and all flood-proofing methods being used and or proposed.
5. All new construction and substantial improvements shall be properly anchored to prevent flotation, collapse, or lateral movement of the structure.

IF a LEVEL 3 PERMIT IS REQUIRED (\$250 ADDITIONAL FEE). The applicant must provide the following:

1. Demonstration that the proposed development will result in ZERO increase in flood heights within the regulatory floodway of the 100-yr storm as established by the Flood Insurance Rate Maps for Dallas County.
2. Plans drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, or any other landscape alterations.
3. FEMA form 81-31, JUL 00 showing lowest floor elevations of all proposed structures to be one foot above the base flood elevation of the 100-yr storm as established by the Flood Insurance Rate Maps for Dallas County and referenced by the National Geodetic Vertical Datum of 1979 (NGVD).
4. Certification by a Professional Engineer, registered in the State of Texas, of any and all flood-proofing methods being used and or proposed.
5. All new construction and substantial improvements shall be properly anchored to prevent flotation, collapse, or lateral movement of the structure.
6. Base flood elevation data must be shown for the entire property. This information may be obtained from FEMA if available. Otherwise a certified Professional Engineer licensed by the State of Texas must calculate them in a manner consistent with established FEMA regulations.
7. Show the location of all gas, water, and sewer services. Indicate how they will be constructed to withstand leakage or rupture during flooding. Electrical facilities shall be constructed at least one foot above the base flood elevation.
8. Show the location of all streets and building sites. Indicate how they will be constructed to provide adequate drainage and thereby minimize the damage due to floods.

\_\_\_\_\_  
Signature of County Floodplain  
Administrator's Representative

\_\_\_\_\_  
Date

Copy: Dallas County Floodplain Permit File

REV 08/01



DALLAS COUNTY  
CONDITIONAL DEVELOPMENT PERMIT  
LEVEL 2 / LEVEL 3

STATE OF TEXAS §  
COUNTY OF DALLAS §  
APPLICATION NO. \_\_\_\_\_ §  
PERMIT NO. \_\_\_\_\_ §  
DATE APPROVED \_\_\_\_\_ §

NAME OF PERMITTEE: \_\_\_\_\_

THE ABOVE NAMED PERMITEE APPLIED FOR A *LEVEL 2 / LEVEL 3* (CIRCLE ONE) CONDITIONAL DEVELOPMENT PERMIT ON \_\_\_\_\_, AND SUBMITTED THE REQUIRED FEE OF \_\_\_\_\_.

THE APPLICATION HAS BEEN REVIEWED BY THE COUNTY FLOODPLAIN ADMINISTRATOR AND IT IS DETERMINED THAT THE PROPOSED DEVELOPMENT IS LOCATED IN OR WITHIN 100 FEET OF THE 100-YR FLOODPLAIN AS ESTABLISHED BY THE FLOOD INSURANCE RATE MAP FOR DALLAS COUNTY.

THE COUNTY FLOODPLAIN ADMINISTRATOR HAS REVIEWED PLANS AND SPECIFICATIONS OF THE PROPOSED DEVELOPMENT FOR CONFORMANCE WITH THE DEVELOPMENT STANDARDS REQUIRED BY DALLAS COUNTY FLOODPLAIN MANAGEMENT REGULATIONS. YOU ARE HEREBY AUTHORIZED TO PROCEED WITH THE FOLLOWING DESCRIBED WORK: \_\_\_\_\_

ON THE FOLLOWING DESCRIBED PROPERTY: \_\_\_\_\_

TO MAINTAIN COMPLIANCE WITH THE DEVELOPMENT STANDARDS OF DALLAS COUNTY AND TO ELIMINATE OR MINIMIZE FLOOD DAMAGE POTENTIAL TO THE PROPOSED DEVELOPMENT, YOU ARE HEREBY DIRECTED TO CONSTRUCT YOUR PROPOSED DEVELOPMENT IN ACCORDANCE WITH THE FOLLOWING PROVISIONS:

- ( ) For residential structures, the lowest floor (including basement) must be elevated to \_\_\_\_\_ feet mean sea level.
- ( ) For non-residential structures, the lowest floor (including basement) must be elevated or floodproofed to \_\_\_\_\_ feet mean sea level.
- ( ) Post the attached permit on the foundation or frame in the front area of construction.
- ( ) This Conditional Permit is valid for one (1) year from the date approved.

THIS CONDITIONAL PERMIT IS VALID FOR ONE (1) YEAR AND IS CONTINGENT UPON THE APPLICANT'S COMPLETION OF THE FOLLOWING:

- ( ) Permittee must construct the finished floor elevations of all structures that are within the limits of the 100-yr floodplain to one foot above the base flood elevation as established by the Flood Insurance Rate Maps for Dallas County as referenced by the National Geodetic Vertical Datum of 1979 (NGVD). Permittee must submit FEMA form(s) 81-31, JUL 00 (or most current version) to verify this fact for each structure built within the limits of the 100-yr floodplain.
- ( ) For non-residential floodproofing, a registered professional engineer or architect must certify that the floodproofing methods are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the base flood.

- ( ) Base flood elevation data must be shown for the entire property. This information may be obtained from FEMA if available. Otherwise a certified Professional Engineer licensed by the State of Texas must calculate them in a manner consistent with established FEMA regulations.
- ( ) Demonstration that the proposed development will result in ZERO increase in flood heights within the regulatory floodway of the 100-yr storm as established by the Flood Insurance Rate Maps for Dallas County.
- ( ) Certified copy of all final plans drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, or any other landscape alterations.
- ( ) All new construction and substantial improvements shall be properly anchored to prevent flotation, collapse, or lateral movement of the structure.
- ( ) Show the location of all gas, water, and sewer services. Indicate how they will be constructed to withstand leakage or rupture during flooding. Electrical facilities shall be constructed at least one foot above the base flood elevation.
- ( ) Show the location of all streets and building sites. Indicate how they will be constructed to provide adequate drainage and thereby minimize the damage due to floods.
- ( ) Other provisions (See Attached List).

IF THESE CONDITIONS ARE NOT MET WITHIN THE ONE (1) YEAR ALLOWED THEN THIS PERMIT BECOMES NULL AND VOID AND THE APPLICANT MUST REAPPLY AND RESUBMIT THE REQUIRED FEE PRIOR TO ISSUANCE OF ANOTHER PERMIT.

\_\_\_\_\_  
Acknowledgement of conditions by permittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of County Floodplain Administrator's Representative

\_\_\_\_\_  
Date

Copy: Dallas County Floodplain Permit File  
Road and Bridge District Superintendent

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**FOR USE BY COUNTY FLOODPLAIN ADMINISTRATOR**

HAVE ALL CONDITIONS OF PERMIT BEEN COMPLETED WITHIN THE ONE (1) YEAR ALLOWED?

- ( ) YES -- Permit Complete & File Closed
- ( ) NO -- Permit Cancelled

# PERMIT REVIEW CHECKLIST

Permit No. \_\_\_\_\_

1. Is development site in the Special Flood Hazard Area?     Yes     No
  
2. Is permit application complete?
  - Appropriate spaces are filled out.
  - Attached plans adequately describe the proposed development.
  - Elevations of the lowest floor of proposed structures are provided.
  - Required certificates for flood Proofing or V-Zone construction design are attached, signed and sealed.
  - Base Flood Elevation data is provided for large subdivision proposals.
  - Fee is paid.
  
3. Does proposed development require other permits?     Yes     No  
 They are attached.
  
4. What is the Base Flood Elevation (or depth number) at the development site? \_\_\_\_\_  
How does this compare to the lowest floor elevations? \_\_\_\_\_  
\_\_\_\_\_

5. Does proposed development meet NFIP General Standards?
  - Construction materials and methods resistant to flood damage.
  - Anchored properly.
  - Utilities safe from flooding.
  - Subdivisions designed to minimize flood damage.
  - Encroachments-proposed action will not obstruct flood waters.

### Specific Standards?

- Lowest floor elevated or building floodproofed to or above BFE
- Enclosure below elevated floor has proper openings
- Manufactured home is properly sited and anchored.
- Recreational vehicle is road ready and on-site less than 180 days.

6. Is proposed development in regulatory floodway?     Yes     No  
If yes, has applicant demonstrated that development will result in NO increase in flood heights?     Yes     No

### RECOMMENDATION:

- Grant Permit                       Request additional information                       Deny Permit

\_\_\_\_\_  
Local Administrator

\_\_\_\_\_  
Date

# DALLAS COUNTY DEVELOPMENT PERMIT (LEVEL )

PERMIT # \_\_\_\_\_

This permit must be posted on the foundation or frame in the front of construction.

County Floodplain Administrator's Representative

Date of Issuance

Contact Telephone Number

