



DIVISION OF
PLAN REVIEW & PERMITTING

FLOODPLAIN PERMIT APPLICATION GUIDANCE

Application Method: The attached form may be used to apply for a County Floodplain Permit by mailing the application form, fee, drawing, and any other required information to the Permitting Department. If you do not wish to use this form, you may apply in person in the Permitting office during normal business hours.

Application Fee: \$35.00 (Make check payable to: Washington County Treasurer). A separate \$150.00 fee may be assessed for technical review of projects requiring engineering analysis (hydrology & hydraulics) at the discretion of the Plan Review Department.

Drawings: All permit applications must have a standard scale drawing which shows:

- Dimensions of site;
- Size and location of existing and proposed structures or alterations;
- Setbacks;
- Elevation contours in mean sea level (NGVD);
- Delineation of the 100-year flood elevation and boundary; and
- Proposed elevation of the lowest floor and method of elevation, if applicable.

A County-approved Site Plan or Grading Plan may be submitted in lieu of the separate drawing described above.

Maryland Department of the Environment Permits: In addition to the County Floodplain Permit, an approval from the Maryland Department of Environment, Water Resources Administration may be required. Visit the MDE website at www.mde.state.md.us/programs/WetlandsandWaterways/ or call (410) 537-3768 for more information. *A Washington County Floodplain Permit will not be issued until authorization is received from MDE for those projects requiring a Non-Tidal Wetland and Waterway Permit.*

Additional Provisions: Additional provisions may apply. All work shall be done in accordance with the latest adopted edition of the Washington County Floodplain Management Ordinance.

Inspection: All work shall be subject to inspection by the Washington County Division of Plan Review & Permitting and the Division of Construction.

For Assistance with this application please call Washington County Plan Review at (240) 313-2460.

80 West Baltimore Street | Hagerstown, MD 21740 | P: 240.313.2460 | Hearing Impaired: 7-1-1



FLOODPLAIN PERMIT APPLICATION

- \$35 Application Fee
- Plan Drawing

Floodplain Permit is required for any work performed within the FEMA 100-year floodplain

Job Location (must give address and/or map/grid/parcel /lot):	
Owner's Name:	
Applicant/ Company Name:	Phone:
Address:	
Contact Person:	Email:
Contractor's Name:	Phone:
Address:	
Description of Work:	

FOR OFFICE USE

Floodplain Information

Structure (required for new or improved structures)

FEMA Map Panel Number: _____
Waterway: _____
Flood Zone: _____

Improvement Cost: \$ _____
Structure Market Value: \$ _____
Base Flood Elevation: _____ ft NGVD
Flood Protection Elevation: _____ ft NGVD

MDE General Construction or Waterway Permit (select one)

<input type="checkbox"/> Attached <input type="checkbox"/> Not required (documentation attached) <input type="checkbox"/> Will be provided (permit will not be issued until submitted)
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Applicant's Acknowledgment: The information I have provided on this application is true and correct to the best of my knowledge. I agree that I will not begin construction prior to issuance of a permit and will notify the Washington County Division of Plan Review & Permitting (240-313-2460) at least 24 hours in advance of starting any work covered under the permit. I verify that I will comply with the above referenced requirements/specifications as well as Local, State and Federal laws pertaining to this project.

Property Owner/Authorized Representative Signature

Date

Ver 4/15/2020

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