



# City of Keizer Floodplain/Greenway Development Application

If there are any questions about this application, who should be contacted (Agent)?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number(s): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1.	<u><b>Applicant Name</b></u>	<u><b>Address, City, and Zip Code</b></u>
	_____	_____
	_____	_____
	<u><b>Daytime Phone Number</b></u>	_____
	_____	_____

Complete the following property owner information if the property owner is different from the applicant. Please be aware that the current property owner must also **sign** the application.

2.	<u><b>Property Owner(s) Name</b></u>	<u><b>Address, City and Zip Code</b></u>
	_____	_____
	_____	_____
	<u><b>Daytime Phone Number</b></u>	_____
	_____	_____

3. Address of property: \_\_\_\_\_

4. The owners of record of the subject property do hereby request permission to (describe the request and list each item separately): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The following information must be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information.

A plot plan drawn in black ink on a separate sheet of paper (if plan is larger than 11" x 17" then a scaled down version no larger than 11" x 17" will be required). The plot plan drawing must utilize a standard scale (i.e. 1 inch = 10 feet, or, 1 inch = 20 feet, etc.). The plan shall show the following:

1. The property location, floodplain, and floodway boundaries, property boundaries and the location and flood elevations of existing and proposed development, and the location of grading or filling where ground surface modifications are to be undertaken.
2. Location and dimensions of *existing* structures on the property together with the elevation above sea level of the lowest floor so of said structure, and horizontal distance to the boundary of the Floodplain on the subject property;
3. Plot plan showing property location, floodplain, and floodway boundaries where applicable, boundaries and the location and floor elevations of existing and proposed development, and the location of grading or filling where ground surface modifications are to be undertaken.
4. Any additional statements and maps providing information demonstrating existing or historical flooding conditions or characteristics which may aid in determining compliance with the flood protection standards of this overlay zone. (5/98)
5. The location and dimensions of the *proposed* structure or development (including the location of grading or filling where ground surface modifications are to be undertaken), or proposed extension, expansion, or relocation on the property together with the elevation above sea level of the lowest floor of any proposed structures and horizontal distance to the boundary of the Floodplain on the subject property;

If the proposed use or development is within the Floodplain as identified on the official zoning maps of the City of Keizer, please fill in the following:

Land elevation at the development site: \_\_\_\_\_ (USGS mean feet above sea level).

The Base Flood Elevation (BFE) at the point of most extreme flooding or extent of the Floodplain on the subject property: \_\_\_\_\_.

The elevation above sea level of:

1. Lowest floor elevation (including basements) of the proposed structure or development: \_\_\_\_\_.
2. Lowest floor elevation of any existing structures and developments: \_\_\_\_\_.
3. Proposed fill elevation: \_\_\_\_\_.

I Certify that the information in Section 5 above represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

\_\_\_\_\_ Place Seal  
Certifier's Name License No. Here  
\_\_\_\_\_

Title	Company Name		
Address	City	State	Zip Code
Signature	Date	Telephone	

*If the proposed use or development is within the Floodway, as identified on the Federal Insurance Administration Flood Boundary and Floodway Map, a certification, by a registered professional engineer or architect, shall be required at the time the application is submitted stating that proposed encroachment into the floodway will not result in an increase in flood levels during a major flood. The certification shall include all the engineering data and calculations used to justify and support the certification.*

6. For your application to be deemed complete please submit the following:
  - A. A copy of the latest officially recorded title transfer instrument (deed, warranty deed, or contract) giving the legal description for each of the properties involved in this application.
  - B. A copy of the most recent Assessor’s map for the subject property (available from the Marion County Assessor’s Office).
  - C. Vicinity map.
  - D. Additional information that can assist the Zoning Administrator in determining whether the proposed new use meets the applicable Floodplain and Greenway Ordinance. Such information could include flood-proofing and anchoring proposals, identification of unusual terrain features and statements, drawings or photos of the proposed external appearance of the proposed activity, as viewed from the river (if within the Greenway).
  - E. The applicant shall provide a written statement explaining how the proposal, subject to a Floodplain and/or Greenway Development Permit, meets each applicable criteria contained in the City’s Floodplain and/or Greenway Ordinances (whichever applies).
  - F. Filing fee made payable to the City of Keizer.

For a Greenway Applications:

- G. A plot plan drawn in black ink on a separate sheet of paper (if plan is larger than 11” x 17” then a scaled down version no larger than 11” x 17” will be required). The plot plan drawing must utilize a standard scale (i.e. 1 inch = 10 feet, or, 1 inch = 20 feet, etc.). Please include the following on the plot plan:
  1. Location and dimensions of the subject property;
  2. Location and dimensions of *existing* structures on the property together with the elevation above sea level of the lowest floor so of said structure, and horizontal distance to the boundary of the Floodplain on the subject property;
  3. Plot plan showing property location, floodplain, and floodway boundaries where applicable, boundaries and the location and floor elevations of existing and proposed development, and the location of grading or filling where ground surface modifications are to be undertaken.

4. Any additional statements and maps providing information demonstrating existing or historical flooding conditions or characteristics which may aid in determining compliance with the flood protection standards of this overlay zone.
5. The location and dimensions of the *proposed* structure or development (including the location of grading or filling where ground surface modifications are to be undertaken), or proposed extension, expansion, or relocation on the property together with the elevation above sea level of the lowest floor of any proposed structures and horizontal distance to the boundary of the Floodplain on the subject property;
6. The location of *existing* and *proposed* roads, streets, and driveways on your property and in the area;
7. Topographic characteristics of the subject property;
8. *If within the Greenway*, the proximity of the development site to the Willamette River at low and high water level and the location of the top of the terrace bank;
9. *If within the Greenway*, the location of any existing vegetative fringe along the river bank or any other significant vegetation, and
10. Scale and north point.

**THE APPLICANT(S) SHALL CERTIFY THAT:**

1. The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
2. If the application is granted, the applicant(s) will exercise the rights granted in accordance with that approval and will be subject to all conditions and limitations of approval.
3. All of the above statement and any statements included on the plot plan and exhibits attached to the plot plan are true to the best of the applicant's knowledge; and the applicant acknowledges that any permit issued on the property may be revoked if it is found that any statements are false.
4. The applicant acknowledges that this application and all applicable policies and criteria have been read and understood, and that the requirements and criteria for approving or denying the application are also understood.

**SIGNATURE(s) of APPLICANT**

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**AGENT AUTHORIZATION**

Fill out and sign this portion of the application if you (the applicant) are going to designate another individual as your agent. By signing this section you authorize the person named to act as your agent and agree to be bound by all representations and agreements made by the designated agent.

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to act as my representative and agent in all matters pertaining to the processing and approval of this land use application, and agree to be bound by all representations and agreements made by the above designated agent.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**AUTHORIZATION BY PROPERTY OWNER(S)**

Property owners and contract purchasers are required to authorize the filing of this application and must sign below. All signatures represent that they have full legal capacity to and do hereby authorize filing of this application and certify that the information and exhibits herewith submitted are true and correct.

**SIGNATURE**

**ADDRESS & PHONE NUMBER**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE**

**ADDRESS & PHONE NUMBER**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_