



Flood Management Overlay Checklist

*Please refer **OCMC Section 17.42** for information.*

For additional information regarding processes, fees, restrictions, etc., contact:

Planning (P) at 503-722-3789 or ocplanning@orccity.org and
Public Works Development Services (DS) at 971-204-4601 or ocpublicworks@orccity.org.

- 1. A **completed application** form with All property owner signatures (P)
- 2. **Narrative (P/DS)**
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
- 3. A detailed **Site Development Plan** showing: (P)
 - a. A delineation of the flood management areas on the subject property
 - b. Plan drawn to scale showing the nature, location, dimensions and elevation of the area in question; existing or proposed structures, fill, storage materials, drainage facilities, and the location of the foregoing.
 - c. The following information is specifically required:
 - i. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
 - ii. Elevation of the Base Flood Elevation in relation to the project area
 - iii. Elevations of the Design Flood Elevation in relation to the project area
 - iv. Elevation in relation to mean sea level to which an structure has been floodproofed
 - v. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 17.42.170E.5
 - vi. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.
 - vii. Proposed cut and Fill with calculation to show balance
- 4. A current **Preliminary Title Report or Trio** for the subject property(ies). (P)
- 5. **Documentation** indicating there are **no liens favoring the City** for the subject site. (P)
- 6. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year. (P)
- 7. **Additional Information or Reports**, if required in Pre-Application conference. (P/DS)
- 8. **Preliminary Storm Calculation**, if Stormwater Management is required. (DS)

- 9. **Electronic Version** of all application materials.
- 10. **Application fees** to be paid once invoice is generated. (P)

Note: There may be more information required once your application has been reviewed.

Incomplete applications will increase processing time.