

## The Floodplain Permit Process:

This permit is designed specifically to ensure compliance with that bylaw and the National Flood Insurance Program (NFIP). The purpose of this Floodplain permit is to understand what permitting is required and provide a way of tracking the progress of those permits much easier for residents, contractors, design professionals and other Town Departments.

The online Floodplain Permit application is supposed to happen before you submit your permit application to The Conservation Department (this does not preclude you from having everything ready to go to submit to the Conservation Department once you have applied for your floodplain permit), it is designed to be the **FIRST STEP**, especially for residents who are just looking for guidance on what they would need to do in order to accomplish their project (i.e. types of acceptable footings, allowable setbacks, flood-resistant design considerations, etc.).

After you submit the application online, the Building Commissioner double checks the information and will clarify any information that the applicant was unsure of or didn't supply.

After that, the project is reviewed by the Conservation Department to see what work is being performed and what type of conservation permit is required in order to get Conservation approval. Once reviewed by the Conservation Department, the Floodplain Permit goes back to the Building Department. This allows the Building Department to share information with other Town Departments that help track inspections, set permit conditions, and set time limits so permits don't get lost track of and get closed out with a COC properly.

If you have any questions about the application or would like the Building Department to review your permit after you submit it to make sure there aren't any issues, Please contact the Building Department.

Hope this has helped explain the process of a Floodplain Permit.