



City of Scio

## Floodplain Development Permit Pre-Application Form

PO Box 37  
38957 NW 1<sup>st</sup> Avenue  
Scio, OR 97374

PH: (503) 394-3342  
FAX: (503) 394-2340  
Website: <http://ci.scio.or.us>  
[cathy@sciooregon.gov](mailto:cathy@sciooregon.gov)

In accordance with City of Scio floodplain management regulations found in Chapter 14 of the Scio Code of Ordinances. Development within the City of Scio regulatory floodplain must comply with the standards within the aforementioned regulations.

The regulatory floodplain is the Special Flood Hazard Area (SFHA) as defined on the currently effective Flood Insurance Rate Maps for the City of Scio.

### **Before Filing a Flood Plain Development Permit with the City of Scio, Complete the Following Checklist:**

#### Location of Development

1. Is the proposed development activity property at least partially within (horizontally within) Scio's regulatory floodplain?  
 Yes  
 No, (If "No" a floodplain development permit is NOT required)
  
2. Is the proposed development site on or partially within (horizontally within) Scio's regulatory floodplain?  
 Yes  
 No, (If "No" a floodplain development permit is NOT required)
  
3. Has FEMA, through a Letter of Map Change (LOMC) (i.e. LOMA, LOMR-F, LOMR), made a formal determination that this property or proposed development site is out of the regulatory floodplain?  
 Yes, (If "Yes" a floodplain development permit is NOT required)  
 No

Note: A copy of the LOMC must be filed with the City.



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## Floodplain Development Permit Application

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### Section I: General Provisions

The undersigned hereby makes application for a permit to develop in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the City of Scio Flood Hazard Ordinance found in Chapter 14 of the City of Scio Code of Ordinances and with all other applicable local, state and federal regulations.

This application does not create liability on the part of the City of Scio or any officer or employee thereof for any flood damage that results from reliance on this application or administrative decision made lawfully hereunder.

1. When the City's floodplain regulatory standards apply to a proposed development activity, no work of any kind may begin in a regulatory floodplain area until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made herein. If revoked, all work must cease until a permit is re-issued.
3. The permit will expire if no work is commenced within 180 days of the date of issue.
4. If any other local, state, or federal permits are required for the project, the City may withhold issuance of the City's Flood Development Permit until copies of approved permits from other regulatory agencies are received by the City.

**Property Owner(s):\***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

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

**Check box if Property Owner is Applicant**

**Applicant(s):**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

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

*\*All property owners must be listed.*

## Section II: Development Proposal Information

### PROJECT LOCATION

Address of Property: \_\_\_\_\_

Township, Range, Section, & Tax Lot: \_\_\_\_\_

- Attach a map or sketch of the project site showing the location of the proposed development activity on the property.** (To avoid delay in processing the application, please provide enough information to easily identify the project location, including the approximate location of the flood plain boundary.)

### PROJECT DESCRIPTION

#### A. Structural Development (*Check all that apply*)

##### Activity

- |   |  |
|---|--|
| <input type="checkbox"/> New Structure                            | <input type="checkbox"/> Residential:            |
| <input type="checkbox"/> Addition                                 | ○ Single Family Dwelling                         |
| <input type="checkbox"/> Alteration                               | ○ Two-Family Dwelling (Duplex)                   |
| <input type="checkbox"/> Relocation*                              | ○ Multi-Family Dwelling (3+)                     |
| <i>*A relocated structure must be treated as new construction</i> | <input type="checkbox"/> Non-Residential:        |
| <input type="checkbox"/> Demolition                               | ○ Elevated                                       |
| <input type="checkbox"/> Replacement Structure                    | ○ Floodproofed                                   |
|   | ○ Combined Use (Residential and Non-Residential) |
|   | ○ Manufactured Home                              |
|   | ○ Recreational Vehicle (RV)                      |
|   | <input type="checkbox"/> Garage:                 |
|   | ○ Attached                                       |
|   | ○ Detached                                       |
|   | ○ Other (please specify):                        |
|   | _____  |

#### B. Other Development (*Check all that apply*)

- |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Clearing | <input type="checkbox"/> Mining   | <input type="checkbox"/> Grading  |
| <input type="checkbox"/> Fill     | <input type="checkbox"/> Drilling | <input type="checkbox"/> Dredging |

- Excavation or Removal of Fill (Except for Structural Development Checked in Section A)  
*(Scio Code § 10-23 requires that a permit be obtained for all Fill or Excavation)*

- |  |   |
|--|---|
| <input type="checkbox"/> Watercourse Alteration                        | <input type="checkbox"/> Utilities                |
| <input type="checkbox"/> Drainage Improvement (including culvert work) | <input type="checkbox"/> Subdivision or Partition |
|  | <input type="checkbox"/> Other (Please Specify):  |

- Individual Water or Sewer System \_\_\_\_\_
- Road, Street, or Bridge Construction \_\_\_\_\_
- Fencing \_\_\_\_\_

**FLOOD HAZARD INFORMATION**

- 1. The proposed development is located on FIRM Panel: 41043C0253G, dated: September 29, 2010
- 2. The proposed development is located partially or fully within the horizontal boundaries of the Special Flood Hazard Area, Zone(s):

A                       AE                       AO

- 3. The one-percent-annual chance (100 year) flood elevation at this site is: \_\_\_\_\_ ft.  
Datum:     NAVD 88  
Source:     Flood Insurance Study  
              Linn County, Oregon & Incorporated Areas, Volume 1, dated July 31, 2019

- 4. Is the proposed development located partially or fully within a designated Floodway:  Yes  No  
**Note: The FIRM Panel for Thomas Creek and its tributaries shows there is not a designated Floodway inside the City of Scio, Oregon.**

**Section III. Additional Information Required**

**1. Complete for Proposed Structures and Building Sites:**

- A. Base Flood Elevation at this site: \_\_\_\_\_ ft.
- B. Elevation of highest adjacent grade: \_\_\_\_\_ ft.
- C. Required Elevation of lowest floor\* (including basement): \_\_\_\_\_ ft.
- D. Proposed Elevation of lowest floor\* (including basement): \_\_\_\_\_ ft.
- E. Elevation of next highest floor: \_\_\_\_\_ ft.
- F. Elevation of top of proposed garage slab, if any: \_\_\_\_\_ ft.

[Building Plans and Specifications for the project shall include the following information].

- G. Details for anchoring structures (type of anchoring used and location of anchoring):

\_\_\_\_\_  
\_\_\_\_\_

- H. Details of floodproofing or elevation of utilities. Provide the elevation of the utilities or the elevation to which the utilities were floodproofed. If floodproofed, provide details regarding how the utilities were floodproofed (describe the type of floodproofing used or manner in which the utilities were floodproofed): *(Scio Code § 14-24 requires utilities to be a minimum of 1 foot above the BFE).*

\_\_\_\_\_  
\_\_\_\_\_

- I. Exact location(s) on structure of all flood openings, if required. Include the elevation of the bottom of the flood opening(s), the size of the openings, and note if engineered flood opening(s) will be used. (Provide a reference diagram, in site plan or drawings):

\_\_\_\_\_  
\_\_\_\_\_

- J. Types of water-resistant materials used below the first-floor and portions of the structure they were applied to:

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*\*lowest floor is defined as: the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure (such as a crawlspace), usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is built in compliance with the required floodplain and building code regulations including but not limited to flood venting requirements. (Scio Code § 14-24 requires first habitable floor of a residence to be a minimum of 2 feet above the BFE)*

**2. Complete for Alterations, Additions, Repairs or Improvements to Existing Structures:**

Complete and attach Appendix A and enter the cost of the proposed construction: \$\_\_\_\_\_ .00

**\*PLEASE NOTE:** Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.

**3. Complete for Non-Residential Floodproofed Construction:**

A. Type of floodproofing method: \_\_\_\_\_

B. Required floodproofing elevation is: \_\_\_\_\_ ft.

A Floodproofing certification by a registered engineer is required.

**4. Complete for Partitions, Subdivisions, and Master Plan or Planned Unit Developments:**

- A. Will the subdivision or other development contain 50 lots or 5 acres?  Yes  No
- B. If "Yes", does the plat or proposal clearly identify base flood elevations?  Yes  No
- C. Are the 100-year Floodplain and Floodway delineated on the site plan?  Yes  No

**5. Complete for Proposals NOT Included in 1-4 Above:**

- A. For all watercourse relocations and/or landform alterations include plans showing the proposed relocation and/or alterations.
- B. If the proposed development activity will result in a change in water elevation, then what is the change in water elevation (in feet) \_\_\_\_\_ increase/decrease (circle whichever applies).
- C. For stream habitat restoration, provide copy of "no-rise certification" from a registered professional engineer or a FEMA approved CLOMR.
- D. Amount of fill to be placed \_\_\_\_\_.
- E. Top of new compacted fill elevation \_\_\_\_\_ ft.

**6. Required Submittals:**

- Signed Application
- Application fee
  - o SF Residential (Accessory/Single Structures/Alterations) Construction - \$1,000
  - o Development (Partition/Subdivision/Other Development) - \$1,500
  - o Variance - \$700
- A site plan drawn to scale, with elevations of the project area and the nature, location, dimensions of existing and/or proposed structures, earthen fill placement, storage of materials or equipment and drainage facilities. Plans shall include location of all water bodies, adjacent roads, lot dimensions, as well as, delineation of Special Flood Hazard Areas, including Base Flood Elevations, or flood depth in AO zones.
- Copies of all required local, state, and federal permits. All required local, state, and federal permits must be approved before the floodplain development permit is approved.
- A complete pre-construction Elevation Certificate based on "Construction Drawings" signed and sealed by a registered professional surveyor.
- Certification from a registered professional engineer that any proposed non-residential floodproofed structure will meet the floodproofing criteria of Chapter 14 of the Scio Development Code and Oregon Specialty Code requirements, if applicable.

**Section IV: Property Owner and Applicant Signatures**

I/We hereby request a Floodplain Development Permit on the above-described real property, which is either owned by or under contract of sale to the applicant, and is located within the City of Scio, Oregon. I/We hereby acknowledge that this application is not considered filed, until all of the required information has been submitted as determined by the floodplain administrator and all required fees have been paid in full.

**Property Owner(s)\***

Signature(s): \_\_\_\_\_

Name(s) (print): \_\_\_\_\_

Date: \_\_\_\_\_

**Check box if the Property Owner is the Applicant.**

**Applicant**

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

*This application is only for Floodplain Development Permit. Land Use Approvals, Building Permits and any other permits require separate applications.*

*\*All property owners must sign. The signature is an acknowledgement and consent to this floodplain development permit application.*

## Section V: OFFICE USE ONLY

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### APPLICATION PROCESSING

Date Application Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Initials: \_\_\_\_\_

Date Application Complete: \_\_\_\_\_ Initials: \_\_\_\_\_

Applicant Notified of Completeness: \_\_\_\_\_ Initials: \_\_\_\_\_

### SUBSTANTIAL IMPROVEMENT REVIEW

The formula for substantial improvement threshold is as follows:

**Market Value X 50% (.50) = Substantial Improvement Threshold**

1. What was the market value (based on Linn County Assessor data) of the existing structure prior to damage/improvement? \$\_\_\_\_\_
2. What is 50% of the Linn County Assessor's market value of the existing structure prior to damage/improvement (use the formula provided above) \$\_\_\_\_\_
3. Has Appendix A been completed?  
 Yes  
 No
4. Does the total cost of the proposed construction noted in Appendix A match the cost of the proposed construction provided in Section III(2)(A)?  
 Yes  
 No
5. What is the cost of the proposed construction\* (provided in both Section III(2)(A) and Appendix A)?  
\$\_\_\_\_\_
6. Is the value listed in line "5." of this section, equal to or greater than the value listed in line "2."?  
 Yes, (If "Yes", then the proposed development activity qualifies as a substantial improvement\*).  
 No

**APPLICATION DETERMINATION**

The proposed development activity is determined to be in conformance with the provisions of the City of Scio’s floodplain regulations Chapter 14 of the Scio Development Code.

**Yes**

**No**

If Yes, the City may issue the Flood Plain Development Permit. If No, the City shall deny the Flood Plain Development Permit.

**Denial:** The Flood Plain Development Permit is denied.

*Reasons for Denial: (List below or attach a copy of a letter of denial)*

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**Approval:** The Flood Plain Development Permit is approved, subject to the following conditions, attached to and made part of this permit.

*Conditions of Approval: (List below or attach a copy of a letter of permit approval with the listed conditions of approval)*

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date Applicant Notified of Application Determination: \_\_\_\_\_ Initials: \_\_\_\_\_



## APPENDIX A

### SUBSTANTIAL IMPROVEMENT / SUBSTANTIAL DAMAGE COST ESTIMATE

To be completed for alterations, additions, rehabilitations, repairs, or improvements to existing structures.

#### Section I.

*\*Construction cost estimates must include all structural elements, interior finish elements, utility and service equipment, labor and other costs associated with demolishing, removing, or altering building components, and construction management. As well as any improvements being made to repair damage that go beyond just making repairs to return to pre-damaged conditions.*

*\*\*If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the entire structure must be treated as a substantially improved structure and the substantial improvement provisions shall apply. See FEMA publication [P-758, Substantial Improvement/Substantial Damage Desk Reference](#) for more information regarding substantial improvement.*

#### COSTS TO BE INCLUDED IN THE COST ESTIMATE

1. Material and labor for all structural elements, “including”:
  - ✓ Spread or continuous foundation footings and pilings
  - ✓ Monolithic or other types of concrete slabs
  - ✓ Bearing walls, tie beams and trusses
  - ✓ Floors and ceilings
  - ✓ Attached decks and porches
  - ✓ Interior partition walls
  - ✓ Exterior wall finishes (brick, stucco, siding) including painting and moldings
  - ✓ Windows and doors
  - ✓ Re-shingling or re-tiling a roof
  - ✓ Hardware
  
2. All interior finishing elements, “including”:
  - ✓ Tiling, linoleum, stone, or carpet over subflooring
  - ✓ Bathroom tiling and fixtures
  - ✓ Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
  - ✓ Kitchen, utility and bathroom cabinets
  - ✓ Built-in bookcases, cabinets, and furniture
  - ✓ Hardware
  
3. All utility and service equipment, “including”:
  - ✓ HVAC equipment
  - ✓ Plumbing and electrical services
  - ✓ Light fixtures and ceiling fans
  - ✓ Security systems
  - ✓ Built-in kitchen appliances
  - ✓ Central vacuum systems
  - ✓ Water filtration, conditioning, or recirculation systems
  
4. Cost to demolish storm-damaged building components

5. Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions
6. Overhead and profits

**ITEMS TO BE EXCLUDED FROM THE COST ESTIMATE:**

1. Plans and specifications
2. Survey costs
3. Permit fees
4. Post-storm debris removal and clean up
5. Outside improvements, including:
  - Landscaping
  - Sidewalks
  - Fences
  - Swimming pools
  - Screened pool enclosures
  - Detached structures (including garages, sheds, and gazebos)
  - Landscape irrigation systems

Source: FEMA Publication [P-758, Substantial Improvement/Substantial Damage Desk Reference](#)

**Section II.**

**ITEMIZATION OF CONSTRUCTION COSTS TO COMPLETE PROJECT**

	<i>Work Description</i>	<i>Cost of Materials</i>	<i>Cost of Labor</i>	<i>Total</i>	<i>Comments</i>
1	Foundation/ Footings/ Pilings				
2	Concrete Slab				
3	Masonry Work				
4	Rough Carpentry				
5	Roofing and Gutters				
6	Insulation/ Weather Stripping				
7	Exterior Finish (stucco/ siding)				
8	Finished Carpentry				
9	Drywall				
10	Cabinets (built-in)				
11	Floor Covering				
12	Plumbing/ Gas				
13	Bathroom Fixtures				
14	Kitchen Fixtures				
15	Electrical and Lighting Fixtures				
16	Built-in Appliances				
17	HVAC System				
18	Paint and Wallpaper				
19	Demolition and Removal				
20	Overhead and Profit				
21	Construction Supervision				
	<b>GROSS TOTAL = Contract Price</b>				

**Section III.**

**CONSTRUCTION COST AFFIDAVITS FROM FEMA PUBLICATION [P-758, Substantial Improvement/Substantial Damage Desk Reference](#)**

Owner’s Affidavit: Substantial Improvement or Repair of Substantial Damage

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

Parcel ID Number: \_\_\_\_\_

Owner’s Name: \_\_\_\_\_

Owner’s Address/Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor’s License Number: \_\_\_\_\_

Date of Contractor’s Estimate: \_\_\_\_\_

I hereby attest that the description included in the permit application for the work on the existing building that is located at the property identified above is all of the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement. I further attest that I requested the above-identified contractor to prepare a cost estimate for all of the work, including the contractor’s overhead and profit. I acknowledge that if, during the course of construction, I decide to add more work or to modify the work described, that the [insert community] will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Owner’s Signature: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of Oregon

Contractor's Affidavit: Substantial Improvement or Repair of Substantial Damage

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

Parcel ID Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address/Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_

Date of Contractor's Estimate: \_\_\_\_\_

I hereby attest that I have personally inspected the building located at the above-referenced address and discussed the nature and extent of the work requested by the owner, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

At the request of the owner, I have prepared a cost estimate for all of the improvement work requested by the owner and the cost estimate includes, at a minimum, the cost elements identified by the City of Scio that are appropriate for the nature of the work. If the work is repair of damage, I have prepared a cost estimate to repair the building to its pre-damage condition. I acknowledge that if, during the course of construction, the owner requests more work or modification of the work described in the application, that a revised cost estimate must be provided to the City of Scio, which will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Contractor's Signature: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of Oregon