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Floodplain Development Permit Information

What is a Floodplain Development Permit (FPDP)?

A FPDP is a permit, required by the City of Chesterfield, that must be issued prior to any construction/development activity within the Special Flood Hazard Area (SFHA) or Supplemental Protection Area (SPA) to ensure the planned work complies with the City's Flood Damage Prevention requirements located in [City Code Section 405.05](#).

Is there an application fee for a FPDP?

No, there is no application fee for a FPDP.

Does a FPDP expire?

No, a FPDP does not expire but permits are specific to planned work and closed once the work has been completed. City Engineering staff inspect a project one year after permit issuance, or upon notification of project completion, to ensure the permitted work was completed in accordance with the permit requirements.

What are Special Flood Hazard Areas (SFHA)?

Areas with at a one percent (1%) or greater chance of flooding in any given year as defined by the Federal Emergency Management Agency (FEMA) and shown on Flood Insurance Rate Maps (FIRM). FIRMs can be found on FEMA's [Flood Map Service Center](#) website.

What is a Floodway?

Regulatory Floodway typically means the channel of a river or other watercourse and the adjacent areas identified by FEMA that must be reserved to discharge the base flood without increasing the base flood elevation more than one (1) foot. Any proposed activity within a Floodway requires a No-Rise Certification. Floodway limits are delineated on the FEMA FIRMs. The City strongly discourages any activity within the floodway.

What is a No-Rise Certification?

A No-Rise Certification is a statement signed and sealed by a Missouri Professional Engineer certifying that the Engineer performed a floodway analysis and determined that there would not be more than a 0.00-foot rise in the Base Flood Elevation (BFE) resulting from the proposed development in the floodway. The floodway analysis, report, and the “No-Rise” Certification must be submitted in support of the FPDP and prior to FPDP approval for any work within a floodway.

What are Supplemental Protection Areas (SPA)?

City defined areas within two hundred feet (200') of a SFHA or 100-year high-water elevation in Chesterfield Valley. The SPA is intended to reduce the risk of flood damage on properties immediately adjacent to SFHAs. Requirements associated with the SPA are intended to protect structures, principally those on properties that have been elevated by the placement of fill, against subsurface flood conditions and flooding from events that exceed the 1% base flood elevation. The SPA is a 200' horizontal buffer, independent of topography.

What is a “structure”?

For floodplain management purposes, a structure is defined as a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. The terms "structure" and "building" are typically interchangeable with regards to floodplain development.

Does a licensed Professional need to sign the FPDP application?

It depends on whether the plans include a structure.

- If a structure **is** proposed within the SFHA or SPA, **yes**, a Missouri Professional Engineer or Surveyor must complete Sections 11-17 of the FPDP application and sign and seal the application.
- If a structure **is not** proposed within the SFHA or SPA, **no**, a Missouri Professional Engineer or Surveyor is not required to sign and seal the application.

What is an Elevation Certificate and when is it required?

An Elevation Certificate is the official record that provides proof of compliance that new structures, and/or substantial improvements to existing structures, located within the SFHA or SPA are properly elevated in accordance with [City Code Section 405.05](#).

What is the 100-year high-water elevation in Chesterfield Valley?

Storm water management in Chesterfield Valley consists of a system of interconnected channels, pipe, culverts, and ponds, that store, convey, and ultimately pump stormwater out of Chesterfield Valley. This system is modeled in the Chesterfield Valley Master Storm Water Plan model (CVMSWP). The 100-year high-water elevation is the modeled condition of ponding areas in Chesterfield Valley in the CVMSWP model. These elevations are determined by the current version of the Chesterfield Valley Master Storm Water Plan Model and will be provided by City Engineering staff for properties in Chesterfield Valley.

Does my structure need to be elevated above the BFE?

It depends on several factors including the type and location of the structure. Requirements can be found in the City's Flood Damage Prevention requirements in [City Code Section 405.05](#).

Where can I find additional information on Floodplain Development?

- [Chesterfield City Code Flood Damage Prevention](#)
- [Federal Emergency Management Agency \(FEMA\) Flood Map Service Center](#)
- [Missouri Floodplain Management/Floodplain Insurance Programs](#)

Where can I find the FPDP application and other related floodplain forms?

- [City of Chesterfield Floodplain Development Permit](#)
- [SEMA "No-Rise" Certificate](#)
- [FEMA Elevation Certificate](#)
- [FEMA Floodproofing Certificate](#)

Where do I submit a FPDP application?

Please submit the FPDP application directly to the City Planner or Engineer assigned to your project. If you are not working with a City Planner or Engineer, please submit the application to the attention of the Director of Public Works either in person or via US Mail to City Hall at 690 W Chesterfield Parkway West, Chesterfield, MO 63017 or via e-mail to publicworksdirector@cheserfield.mo.us.



FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION

The undersigned hereby makes application for a permit to develop in a Special Flood Hazard Area in the City of Chesterfield. The work to be performed is as described below and in attachments hereto. The undersigned agrees that all such work shall be in accordance with the requirements of the City’s Flood Damage Prevention Requirements and with all other applicable county/city ordinances, federal programs, and the laws and regulations of the State of Missouri.

1. Name of Applicant _____ Date: _____

2. Signature of Applicant _____

3. Address of Development Site _____

4. Type of Development Work to be Covered by this Permit: *(check all that apply)*

Filling _____	Grading _____	Excavation _____	Routine Maintenance _____
Minor Improvement to Existing Structure _____ <small>(cost of improvement ≤50% of pre-improvement value)</small>	Substantial Improvement to Existing Structure _____ <small>(cost of improvement >50% of pre-improvement value)</small>		
New Structure Construction _____	Other _____		

5. Description of Development Work to be Covered by this Permit _____

6. Premises *(if applicable)*: Structure Size _____ ft. by _____ ft. Area of Site _____ Sq. Ft.

Principal Use _____ Accessory Uses (storage, parking, etc.) _____

7a. Value of improvement *(if applicable)* \$ _____

7b. Pre-improvement / assessed value of structure *(if applicable)* \$ _____

8a. Is any part of the **property** located in a designated FLOODWAY? Yes___ No___

8b. Is the proposed **development work** located in FLOODWAY? Yes___ No___

NOTE: If the proposed development work is located in the floodway, a "NO-RISE" certification must be provided prior to the issuance of a permit to develop.

9a. Is any part of the **property** located in a Special Flood Hazard Area (SFHA)? Yes___ No___

9b. Is the proposed **development work** located in the SFHA? Yes___ No___

9c. Is any part of the **property** located within the Supplemental Protection Area (SPA)? Yes___ No___

9d. Is the proposed **development work** located in the SPA? Yes___ No___

10a. Is the proposed **structure** located in a Special Flood Hazard Area (SFHA)? Yes___ No___ N/A___

10b. Is the proposed **structure** located within the Supplemental Protection Area (SPA)? .. Yes___ No___ N/A___

NOTE: For structures located in the SFHA or SPA, an ELEVATION CERTIFICATE is required.

For structures proposed in the SFHA or SPA, the remainder of this document must be completed by a registered Professional Engineer or Land Surveyor.

11. Elevation of the FEMA 100-Year Base Flood Elevation (BFE) _____ NAVD88

Panel number and effective date of FIRM _____

To be completed by City of Chesterfield

PERMIT APPROVAL

This permit is issued with the condition that the Developer/Owner will provide certification by a Registered Engineer or Land Surveyor in the form of an Elevation Certificate of the "As-Built" lowest floor (including basement) elevation of any new or substantially-improved structure covered by this permit.

If the proposed development is a residential structure, this permit is issued with the condition that the lowest floor (including basement) or lowest sill of any new or substantially-improved residential structure will be elevated above the base flood elevation and above the 100-year high water elevation in the Chesterfield Valley, as applicable, in accordance with City Code.

If the proposed development is a non-residential structure, this permit is issued with the condition that the lowest floor (including basement) or lowest sill of a new or substantially-improved non-residential structure will be elevated or floodproofed above the base flood elevation and 100-year high water elevation in the Chesterfield Valley, as applicable, in accordance with City Code.

Plans Approved this _____ day of _____, 20____.

Authorizing Official Signature

Print Name and Title

CERTIFICATE OF COMPLIANCE (requires elevation certificate prior to occupancy of structures)

Certification of compliance is required after completion of work related to a development permit. In no case shall any structure be inhabited or occupied for use prior to such time as an elevation certificate has been approved by the Department of Public Works.

Compliance Certified: Date: _____ By: _____

Floodplain Development Permit Instructions

The following are instructions for each line of the FPDP application.

Line 1: Name of Applicant is generally the contractor performing the work, but the property owner may be the applicant.

Line 2: Signature of the Applicant

Line 3: Address of Development Site

Line 4: Check the box(es) which best describe the proposed work.

Line 5: Provide a short description of the proposed project.

Line 6: Provide the requested additional details for the project description.

Line 7a: Cost estimate for construction of the proposed improvements.

Line 7b: To be completed by City's Engineer reviewing the application.

Line 8a: Determine if the any part of the property is in Floodway, check Yes or No.

Line 8b: Determine if any of the proposed work is in Floodway, check Yes or No. If Yes, please read the associated NOTE on the application.

Line 9a: Determine if any part of the property is in SFHA, check Yes or No.

Line 9b: Determine if any of the proposed work is in SFHA, check Yes or No.

Line 9c: Determine if any part of the property is in SPA, check Yes or No.

Line 9d: Determine if any of the proposed work is in SPA, check Yes or No.

Line 10a: If the proposed improvements include a structure, determine if the structure is in SFHA, check Yes or No. If the proposed improvements do not include a structure, check N/A.

Line 10b: If the proposed improvements include a structure, determine if the structure is in SPA, check Yes or No. If the proposed improvements do not include a structure, check N/A.

STOP AND CONSIDER BEFORE PROCEEDING!

*If the proposed improvements **do not** include a structure - complete and sign the Developer/Owner Acknowledgement and submit the application and plan.*

*If the proposed improvements **do** include a "structure" - Lines 11 through 17 must be completed by a registered Professional Engineer or Surveyor and the application must be signed and sealed by said Professional Engineer or Surveyor.*

Line 11: A registered Professional Engineer or Surveyor must determine the BFE based on the FEMA published Flood Insurance Rate Maps (FIRM) or the Flood Insurance Study for the adjacent body of water, list the elevation, provide the panel number and date of FIRM.

Line 12: Determine if the project is in the levee protected area of Chesterfield Valley. If it is, the City engineer assigned to the project will provide this elevation. If you are not already working with a City engineer, contact the Department of Public Works at 636-537-4764. If the project is not in Chesterfield Valley, write in “N/A”.

Line 13: Provide the highest and lowest proposed elevations on the property.

Line 14: Provide the proposed lowest floor or floodproofing elevation for the proposed structure. Note: If multiple structures are proposed, a FPDP is required for each structure.

Line 15: Provide the lowest sill elevation for the proposed structure. The lowest sill is the lowest opening by which surface water may enter a structure (e.g. window sill or door sill)

Line 16: Determine and provide the required lowest floor/floodproofing elevation for the project in accordance with the City’s Flood Damage Prevention requirements.

Line 17: Determine and provide the required lowest sill elevation, if applicable, in accordance with the City’s Flood Damage Prevention requirements.

Developer/Owner’s Acknowledgement: Complete and sign and sign even if this is the same information as the Applicant on Line 1.

Seal and Signature of Engineer or Surveyor Who Prepared This Application:
Only applicable if Lines 11-17 are required.