

Community Responsibility: 9 Fundamental Duties of the Local Floodplain Administrator

1. Review Applications

- Review all development applications (buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials)
- Is the proposed development in the floodplain?
- Is the proposed development in the floodway?

2. Provide Base Flood Data

- Roughly interpret floodplain boundaries
- Provide base flood elevations where available

3. Review plans and specifications

- Review plans and specifications for conformance with floodplain management regulations and flood resistant requirements of NYS Building Code

4. Ensure all other permits and approvals are obtained

- Check with the Regional permit office for work in or adjacent to bodies of water or wetlands. Keep in mind that DEC and Army Corp of Engineers do not issue floodplain development permits
- Don't forget about the Endangered Species Act

5. Watercourse Alterations

- Notification to adjacent municipalities, DEC, and FEMA is required
- Permit holder must provide for maintenance of altered portion of watercourse in perpetuity
- A Letter of Map Revision (LOMR) is required

6. Issue permits for development in the floodplain

- Do not issue a permit for non-compliant development
- Variances should not be issued and are prohibited in floodways that result in an increase in the base flood elevation
- Private developers, property owners, counties, cities, towns, villages, school districts, and public improvement districts are all required to get floodplain development permits

7. Inspections

- Recommend at least 3 inspections, prior to the start of construction, after the foundation is complete and first floor elevation established, after ALL construction is complete to ensure consistency with regulations

8. Maintain Records

- Floodplain development permit applications
- Inspection records
- Elevation Certificates
- Certificates of Compliance
- Variance applications (approved or denied)
- Floodproofing certifications
- Compaction certification
- Community acknowledgement forms for LOMC applications
- Corrections to the community's FIRM (LOMA, LOMR-F, LOMR)

9. Remedy Violations

- Investigate violations and take appropriate action by bringing the structure or other development into compliance, implement enforcement provisions, protect the structure from flood damage through retrofitting, and deter future similar violations
- DEC is available to provide technical assistance, but the responsibility is on the local community

Questions to think about:

- Do you know who your local floodplain administrator is?
- Do you have a local floodplain development permit?
- Have you reviewed your local flood damage prevention ordinance?
- Do you have copies of your community's FIRMs or do you know where to find them?
- Have you reviewed the CRS Quick Check?