

City of San Antonio Floodplain Development Permit (FPDP) Instructions

Please note that completion of this application does not equate to an executed floodplain permit. The information provided will be used to populate the formal floodplain development permit which requires the signature of the property owner or owner representative. Please carefully read and respond with accurate information to avoid delays or potential floodplain violations.

Top of Form: Please note that the City of San Antonio UDC and FEMA 44 Code of Federal Regulations 59.1 define and regulate improvements made to properties in the floodplain. There is a limit to how many improvements (measured in USD) can be made in a 10-year period, commonly referred to as the “50% rule.” This rule effectively limits the dollar amount of improvements to be no greater than 50% of the structure’s market value *before* the improvements are made. This limit is applied to a 10-year time period, beginning with the date at which the first FPDP was approved. At the end of the 10-year period this amount resets and a future floodplain development permit request will be subject to the structure’s market value at that time, at which point the 10-year period will begin again upon approval. Please be aware that there may be limits to how much a floodplain property can be improved based on this rule.

Section 1 Please complete the location information of the structure and/or property within the floodplain where the proposed project/improvements are to occur. Include any associated Plat or Building Permit information, the Bexar County Parcel ID, and the name of the subdivision. For new development without a searchable address or BCAD parcel ID it may be necessary to include GPS coordinates and a location map. For capital improvement projects please include a generalized description of the work location(s) and/or approximate project limits. Use the text area in Section 6 for the description of work and location(s), as needed.

Section 2: Please include the property owner contact information. For capital improvement projects (public projects), please specify the Project Manager who will be signing the permit on behalf of the agency responsible for the project.

Section 3: Please include the contact information for the applicant/party conducting the work within the floodplain.

Section 4: Please check the box for the type of project within the floodplain. If Other, include a brief description.

Section 5: Please check the box for the description of the work within the floodplain. If Other, include a brief description. For non-utility capital projects please select ‘Other’ and include a general description of the proposed work in the floodplain.

Section 6: Please include the below-listed attachments if required. All habitable structures in the floodplain are subject to the 50% Rule and will require a Cost Estimate and BCAD Value or 3rd-Party Certified Appraisal.

- 1. Cost Estimate.** A cost estimate provided by the contractor doing the work must be provided for any home, commercial building, or other structure in the floodplain to be compliant with the FEMA 50% Rule. (See Section 1 instructions, above). This cost estimate should provide real market cost for both materials and labor. If the proposed work is to be done by the property owner, please provide a cost estimate that reflects both materials AND labor that reflects real market labor cost as if a contractor were to complete the work.
- 2. BCAD Value or Copy of Independent Appraisal provided by a Texas Certified Appraiser.** If BCAD value is to be used, please print out and attach a copy of the current BCAD appraised value which can be found on www.bcad.org.
- 3. Location Map.** If no specific location information was provided, please include a location map with the property and/or project location clearly marked. The map should have sufficient level of detail and information (e.g., street names, aerial image, labels, etc.) to quickly locate the property.

3. **CONTRACTOR/BUSINESS CONDUCTING THE WORK IN THE FLOODPLAIN:**

Business Name: _____ Phone: _____

Contact Person: _____

Email: _____

4. **TYPE OF PROPOSED PROJECT** (Specify if Other)

- New Residential (Single or Multi-Family)
- Non-Residential
- Capital Improvement Project
- Utility Project
- Other, please specify _____

5. **DESCRIPTION OF PROPOSED IMPROVEMENTS** (Specify Intended Use if Other, Use Section 6 Text Box if Needed)

- New Construction
- Grading (Sitework Only)
- Utility Projects (SAWS, CPS Energy, fiber, drainage, etc.)
- Remodel to Existing Structure (see FEMA 50% requirements in instructions)
- Temporary Construction (to be removed within 12 months from issue of FPDP)
- Event (Fairs, Fiesta, etc.), please specify: _____
- Other, please specify: _____

6. **ADDITIONAL INFORMATION** (Notes May Be Added in Text Box Below)

- Location Map (if applicable)
- Cost Estimate (if applicable)
- BCAD Value or Appraisal done by Independent 3rd Party Licensed Appraiser (if applicable)