



*Town of Yountville*

6550 Yount St. Yountville, Ca. 94599  
707.944.8851 (tel) 707.944.9619 (fax)

**Town Use Only – do not write in this area**

Date Received \_\_\_\_\_

Account Number \_\_\_\_\_

Case Number(s) \_\_\_\_\_

Initial Deposit \_\_\_\_\_

Land Use Designation \_\_\_\_\_

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**

CEQA  **Categorical Exemption**  **Initial Study Required**  
**INFORMATION:**  **Negative Declaration Required**  **EIR Required**

Please Type or Print Clearly:

1. **Project Title/Development Name:** \_\_\_\_\_
2. **Property Description:** \_\_\_\_\_
3. **Address of Site:** \_\_\_\_\_ **Space #:** \_\_\_\_\_
4. **Parcel Size (square feet):** \_\_\_\_\_ **Existing Use:** \_\_\_\_\_
5. **Project Description/Requested Action:** \_\_\_\_\_  
\_\_\_\_\_
6. **Applicant Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_
7. **Property Owner:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

*I hereby certify that I am the Owner of Record, and approve of the action requested.*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I hereby certify that I am the authorized Agent of the Owner.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: _____	Denied: _____	Conditionally Approved: _____
Conditions of Approval : _____		
Planning Officer Signature : _____		Date: _____

## **FLOODPLAIN DEVELOPMENT PERMIT APPLICATION SUBMITTAL INFORMATION REQUIREMENTS**

Application for a Floodplain Development Permit shall be made on forms furnished by the Town, and shall include the following information:

1. Plans in triplicate, drawn to scale, showing the nature, location, dimensions, and elevations of existing and proposed structures and structure alterations/additions.
2. The existing elevation of the building/mobilehome pad in relation to mean sea level.
3. The existing and/or proposed elevation of the finished floor of the structure in relation to mean sea level.
4. All elevations shall be certified by a registered Land Surveyor unless agreed to otherwise by the Town, based on existing Town elevation data.
5. Description of the extent to which any watercourse will be altered or relocated, if any, as a result of proposed development.
6. If a mobilehome has been damaged, provide sufficient data to determine if the damage equals or exceeds 50% of the market value of the mobilehome. (See note below)
7. Any other information deemed necessary by the Town in order to analyze the development proposal and its impact on or impact by the "special flood hazard" area as shown on the latest Federal Flood Insurance Rate Map for the Town of Yountville.

### **Determining Substantial Damage to Mobile Home (Note to Item 6):**

For the purposes of determining substantial damage, market value pertains only to the structure in question. It does not pertain to the land, landscaping or detached accessory structures on the property. For determining substantial damage, the value of the land must always be subtracted. Acceptable estimates of market value can be obtained from the following sources:

1. Independent appraisals by a professional appraiser.
2. Detailed estimates of a structure's Actual Cash Value.
3. Property appraisals used for tax assessment purposes.
4. "Qualifies estimates" based on sound professional judgment made by a local real estate broker, staff of the local tax assessor's office, or staff of the local building department.

## **APPROVAL PROCESS FOR APPLICATIONS PURSUANT TO THE TOWN'S FLOODPLAIN MANAGEMENT ORDINANCE**

The approval process for a property improvement application subject to the Town's Floodplain Management Ordinance (Floodplain Development Permit) is a two-step process, requiring first a Town approval **and** a County Building Department approval before commencing work on property improvements. Town approval must be obtained prior to obtaining County approval.

The following is a description of the two-step process:

### **Town Approval Process**

*(3-5 days to complete)*

1. Obtain a Floodplain Development Permit Application from Town Hall.
2. File completed application (providing all information requested) at Town Hall with application processing fee (\$100.00).
3. Town reviews application and approves, conditionally approves, or denies the application.
4. Town prepares approved application, conditions and stamped plans (as necessary) for delivery to County Building Dept.

### **County Building Department Approval Process**

*(1-2 days to complete)*

1. Obtain an application from County Building Department.
2. Pick up approved Floodplain Development Permit from Town Hall. Submit Permit with County Building Department application and filing fees to County Building Department.
3. County Building Department reviews application and approves or conditionally approves application and issues a Permit to construct proposed improvements.
4. County Building Department conducts inspections to confirm that improvements are in conformance with approved plans.
5. Upon final inspection by the County Building Department, the approval process is complete.



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**FLOODPLAIN ORDINANCE ELEVATION  
COMPLIANCE CERTIFICATION**

**Name of Applicant/Applicant's Agent:** \_\_\_\_\_

**Name of Mobilehome Park:** \_\_\_\_\_

**Park Address:** \_\_\_\_\_ **Space #:** \_\_\_\_\_

**Elevation Data:**

Existing Ground Elevation \_\_\_\_\_

Base Flood (100 year) Elevation \_\_\_\_\_ (Data available from Town)

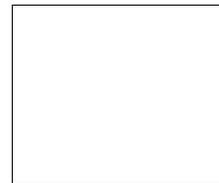
**To Be Completed By Town**

Lowest Floor to be a Minimum Elevation of \_\_\_\_\_ feet,  
which is \_\_\_\_\_ feet above ground elevation.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Person Certifying Elevation Data

Print Name, Title, and Registration No.



Registration Stamp

\_\_\_\_\_

**Town Approval Stamp**

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

**Planning Officer Signature**