

Flood Map Procedures

Determine in the property is located in a Special Flood Hazard Area

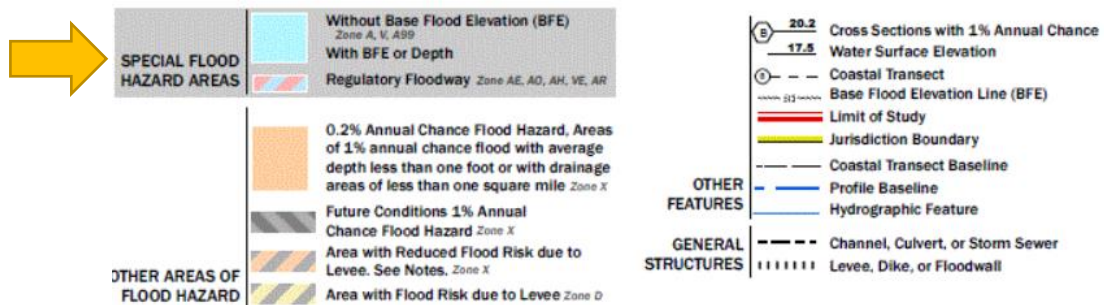
1. Go to the FEMA website: <https://msc.fema.gov/portal/home>
2. Search for address in the search bar
3. Once the map populates, pinpoint the exact location of the house, then select “Dynamic Map”. This creates a FIRMette map in pdf format (It may take a minute to populate all the flood information)

DYNAMIC MAP



Note: If the map does not locate the property, search the coordinates of the house. (longitude, latitude)

4. Using the legend determine if the property is located in the Special Flood Hazard Area. If the subject property is located in either of the two shaded floodplains, state and local permit is required.



5. Print map as “PDF” document
6. Attach FIRMette as a document in the application in Hancock.

Another useful floodmap viewer is the Kentucky Flood Hazard Portal. This webpage can provide Base Flood Elevations (BFEs) in zone A’s that are needed for state and local permits.

1. Go to the portals website: www.watermaps.ky.gov/RiskPortal
2. Search for the address in the search bar
3. If the floodplain is a zone A, click the stream centerline on the upstream side of the property to get the BFE for the site

Note: For additional help, there is a “User’s Guide” in the upper left-hand corner of the page.

Flood Guidance

- If any portion of the structure or attached appurtenant structures are in floodplain, the structure requires a stream construction permit (state permit) as well as a local floodplain permit before work can begin.
- Determine the value of the home by contacting the local PVA: [Kentucky Property Valuation Administrators \(qpublic.net\)](#) (Note: alternate methods of determining market value are available but this is the simplest one).
- If weatherization costs exceed 50 percent of total cost of the house, it will need to be raised above the flood plain by law. This would result in the job being **deferred**. Projects below the 50 percent cost/value threshold do not require the entire structure to be raised above flood elevation. If the 50% threshold is triggered, contact the local floodplain manager to see if an alternative method of calculating market value is available (i.e. professional appraisal, qualified estimates, etc.)
- Kentucky permitting process is to obtain the state permit first, then local. We do recommend speaking to the local before applying for the state permit so they can discuss any local higher standards.

Permit Procedures

Public Notice

Required with State Individual Permit. Expenses may be charged to program support costs and copies of public notices should be submitted with draw request.

1. Publishing a notice in the newspaper or newspapers having greatest circulation in the area of the proposed construction. The notice shall provide at least the following:
2. The name and address of the applicant;
3. The location, nature, and extent of the proposed development; and
4. A statement indicating that any comments and objections are to be directed to the Division of Water.
5. The notice shall run for a period of three (3) consecutive days or printings of the newspaper. If, however, the newspaper is published weekly or bi-weekly, two (2) consecutive printings may be allowed upon request of the applicant. The public notice shall be at least three column inches in size, but must in all cases be large enough that all of the information required is readable. The notice shall prominently display address and telephone number of the Division of Water's Floodplain Management Section.

Example of Public Notice:

Public Notice is hereby given that (NAME AND ADDRESS), has filed an application with the Energy and Environment Cabinet to (BRIEF DESCRIPTION OF CONSTRUCTION). The property is located (ADDRESS, LOCATION DESCRIPTION, INCLUDE MILES FROM NEAREST TOWN OR MAJOR ROAD INTERSECTION AND NAME OF STREAM). Any comments or objections concerning this application shall be directed to: Kentucky Division of Water, Surface Water Permit Branch, Flood Plain Management Section 300 Sower Blvd, Frankfort, Kentucky 40601. Phone: (502) 564-3410.

State Permit

2. Applying for State Individual Permit (IP). There is no fee for the state stream construction permit.
 1. Submit application and any other data digitally using by email or eForms.
 - i. **Email:** DOWFloodplain@ky.gov
 1. <https://eec.ky.gov/Environmental-Protection/Water/FloodDrought/Pages/UnderstandYourFloodHazards.aspx>
 - a. Select Apply for Floodplain Permit
 - b. Under “Individual Permit”, select “Apply for a state floodplain construction permit”
 - c. Email completed form and attachments to email address.
 - ii. **eForms:** <https://eec.ky.gov/Environmental-Protection/Pages/services.aspx>

e-Form first-time users will need to register using the suggested link once on the page.

 1. Once registered you will find the stream construction permit using this link:
https://dep.gateway.ky.gov/eForms/Default.aspx?FormID=24&S_ID=3c128ded-4391-4c65-b046-c58ed3b4f243
 2. Sign in
 3. Select Stream Construction Application Form 7116 by clicking the blue +
 4. Enter your application in eForms.
 - a. If you have any files to upload, click upload files button in the appropriate section of the eForms.
 - b. If you need to save form prior to submitting it, click the “Save Values for Future Retrieval” button on the bottom of the form. Forms that are started by not submitted will be in the *My Incomplete eForms* tab
 - c. When you have entered all information and uploaded files, click “Submit to DEP” button on bottom of the form.
 - d. Submitted eForms will be in the *eForms Pending EEC Review* or *Completed eForms* tab, depending on the review status.

The following items indicated in **RED** are required for all applications regardless of what development is proposed or which permit/certification is being requested:

- Item 1.** Owner Contact Information
 - Item 4.** Description
 - Item 5.** County
 - Item 6.** Latitude & Longitude
 - Item 7.** Stream Name
 - Item 8.** Linear Feet of Stream and/or Acres of Wetland Impacted
 - Item 14.** Public Notice Information
 - Item 17.** Easement Rights
- Signature** of the owner or Authorized Agent

Other documentation supporting the permit application should be attached to the application as necessary. This supporting documentation may include, but is not limited to:

- A copy of the effective FIRMette
- Location maps
- Proof of public notice
- Engineered designs and drawings
- Cost estimates
- Cross sections
- Elevation certificates
- Floodproofing certificates
- No-Rise certifications
- Dam construction permit application data sheet
- Photographs

For additional help, contact the Division of Water by emailing water@ky.gov or by calling (502) 564-3410.

Local Permit

3. Apply for Local Permit

1. Contact your local coordinator: [Floodplain Coordinators and Community Database.xlsx \(ky.gov\)](#)
 - i. If the house is in a city that is listed on the local coordinators list, the city, not the county is the contact for floodplain permitting.