

Floodplain Use Permit Submittal Checklist

Administrative Completeness Checklist for Floodplain Use Permits

Pursuant to [A.R.S §48-3645](#), each floodplain use permit that is submitted to Pinal County for review must undergo an administrative completeness check prior to receiving its substantive review. The following checklist will be used to determine if your floodplain use permit is complete or not. This checklist should not be used for Technical Support Data Notebooks. Once the substantive review period has begun, review fees are non-refundable.

Electronic Floodplain Use Permit Submittal

In order to improve the permit review process and to provide better customer service, all Floodplain Use Permits must be submitted electronically through the Citizen Access Portal which is located on the Community Development Website. All correspondence regarding the status of your permit, including comments & redlines, will be handled electronically via email. In rare or unusual circumstances, the Floodplain Administrator may allow a paper submittal to be made in lieu of an electronic submittal. *The Floodplain Use Permit is located under the Public Works Tab on the Citizen Access Portal at:*

<https://citizenaccess.pinalcountyz.gov/CitizenAccess/Default.aspx>

Note: If you are applying for a floodplain use permit that is associated with a building permit with Pinal County Community Development, it is highly recommended that you wait to apply for the Floodplain Use Permit until prompted to do so by the Flood Control District. This will help to avoid multiple reviews due to the need to coordinate plan revisions between departments. This will also help to avoid being double charge permit fees.

Complexity 1 Floodplain Use Permit Applications (Minimum Submittal Requirements)

For All Complexity 1 Permit Applications

- Signed Floodplain Use Permit Application (PDF)
- Site Plan (Plot Plan), Drawn to Scale, *Plans must contain at least the following items:*
 - North Arrow and Bar Scale for the Drawing
 - Property Lines with Dimensions, Including Easements
 - Assessor's Parcel Number and/or property address
 - Location & dimensions of the proposed work to be permitted
- Construction plans with sufficient detail to determine the scope of the project, *Plans must contain at least the following items:*
 - Plan view sheet(s) with scale bar and dimensions
 - Elevation view (or Cross Section view) sheet(s) with scale bar and dimensions
- Anything else needed to determine compliance with all applicable laws, codes, and regulations

For Buildings located in the Special Flood Hazard Area, Please also submit:

- Elevation certificate sealed by an Arizona Registered Land Surveyor or Professional Engineer
- Grading and Drainage Plan prepared by Arizona Registered Professional Engineer
 - Highest Adjacent Grade Elevation
 - Flood Elevation/Depth, Regulatory Flood Elevation
 - Lowest Floor Elevation, Garage Floor Elevation
 - Elevation of Lowest Equipment Servicing Building (AC Unit, Hot Water Heater, etc)

For Buildings located in a Local Floodplain outside of the Special Flood Hazard Area, Please also submit:

- Professionally drawn grading plan, foundation plan, or siteplan with elevation information showing:
 - Highest Adjacent Grade Elevation
 - Flood Elevation/Depth, Regulatory Flood Elevation
 - Lowest Floor Elevation, Garage Floor Elevation
 - Elevation of Lowest Equipment Servicing Building (AC Unit, Hot Water Heater, etc)

For Buildings located within the Erosion Hazard Zone of a Regulatory Watercourse, Please also submit:

- Erosion Hazard Analysis prepared by by Arizona Registered Professional Engineer

For Buildings located within the Regulatory Floodway, Please also submit:

- No Rise Certification (Floodplain Encroachment Analysis) prepared by by Arizona Registered Professional Engineer

For Additions, Repairs, Renovations, or Rehabilitations, Please also submit:

- An itemized project cost estimate determined by a licensed contractor or re Registered Professional Engineer
- A property value statement giving the value of the structure (in some cases an appraisal may be needed)

Complexity 2 Floodplain Use Permit Applications (Minimum Submittal Requirements)

For All Complexity 2 Permit Applications

- Everything required for a Complexity 1 Floodplain Use Permit
- Floodplain Impact Analysis Or Drainage Report (include Pre-Versus-Post Hydraulic Analysis)
- Electronic Model Files with Folders labeled using the model name (*e.g. HEC-1 Files, HEC-RAS Files, etc*)
- Redline copies of the previous submittals of this project with review comments (*if applicable*)
- Comment Response letter from previous permit applications (*if applicable*)
- Construction plans with sufficient detail to determine the scope of the project, *Plans must contain at least the following items:*
 - Plan view sheet(s) with scale bar and dimensions
 - Elevation view (or Cross Section view) sheet(s) with scale bar and dimensions
 - Grading information to include existing and proposed contours and spot grades.
- Anything else needed to determine compliance with all applicable laws, codes, and regulations

For Sand & Gravel Mining Operations, Please also submit:

- Mining Plan (*may be included with Drainage Report/Floodplain Analysis*)
- Any additional applicable information noted in [Pinal County's Sand & Gravel Guidelines](#) (*Review the Guidelines to determine what specific additional items are needed*)

For CLOMR/LOMR Applications, Please also submit:

- Technical Support Data Notebook (TSDN) that complies with Arizona State Standard [SS1-97](#) (*Review the State Standard to determine what specific additional items are needed*)

If your permit application is missing any of the above items it will be rejected and returned to you for corrections. *Because it is impossible to create a checklist that would cover every permitting scenario, the above checklist is noted as the minimum amount of information necessary to begin the substantive review process. You will be contacted during the substantive review period if additional information is needed. You may also contact the Flood Control District at 520-866-6411 if you have questions regarding the submittal requirements for your specific project.*