



TOWN OF ENFIELD

Development Permit For Special Flood Hazard Areas

Planning Division • 820 Enfield Street Enfield, CT 06082

Telephone: 860-253-6355 Website: www.enfield-ct.gov

Staff Use Only	
FLD #:	
View Permit #:	
Zoning Regulation Section:	

PLEASE REVIEW LAND USE APPLICATION GUIDE FOR INSTRUCTIONS

Property Address: _____ Map #: _____ Lot #: _____

Zone(s): _____ Size of Parcel: _____ Account #: _____

Current Use: _____

Flood Plain Zone Designation: _____
(From Flood Insurance Rate Map)

Project Name: _____

Summary Description: _____

Owner's Name: _____

Owner's Contact #: _____

Owner's Address: _____

Owner's Email: _____

Applicant's Name: _____

Applicant's Address: _____

Contact #: _____ Email: _____



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Applicant's Representative: _____

Representative Address: _____

Contact #: _____ **Email:** _____

Does Applicant own the Property? **Yes (Attach Copy of DEED)**
 No (Provide Information Below & Attach Letter of Authorization)

The undersigned hereby permits town staff and commission members to enter into and inspect this site during reasonable hours for the purpose of reviewing this application and accompanying plans. I hereby depose and say that all of the above statements as well as the statements contained in all papers filed herewith are true.

I have reviewed and acknowledge the Land Use Application Guide for further instructions on how to complete my application.

Applicant Signature: _____ **Date:** _____

Print Name: _____

Subscribed and sworn to before me _____ **day of** _____, **20** _____.

Notary Public

My Commission Expires:

For Office Use	
Application #: _____	Date Submitted: _____



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Required Documents

(Per Town of Enfield Code of Ordinances: Chapter 42- Floods)

1. A complete and comprehensive Statement describing the project, including the nature, location, dimensions, and elevations of the area in question.
2. If document is signed by other than the owner, a written statement of authorization, signed by the owner.
3. Fourteen (14) copies of a site plan, pursuant to section 4-25 of the Enfield Town Code drawn to scale, including (but not limited to) the nature, location, dimensions, and elevations of the area in question; Existing or proposed structures, fill, storage materials, drainage facilities; and location of the foregoing.
4. The Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures.
5. The elevation in relation to mean sea level to which any structure has been flood proofed.
6. Certification by a registered professional engineer or architect that the flood proofing criteria of these regulations (subsection 4-30 (b)).
7. A description of the extent to which any watercourse will be altered or relocated as a result of the proposed development; certification by a registered professional engineer that the flood carrying capacity within the altered or relocated portion will be maintained, and evidence that adjacent towns affected and the Connecticut Department of Environmental Protection Water Resources Unit, have been notified.
8. Plans for any walls to be used to enclose space below the base flood elevation.
9. All necessary permits from those Federal, State, or Town governmental agencies from which prior approval is required.
10. All plans including revised plans must be submitted to the Department **25 days prior** to a Board or Commission meeting. Plans will be reviewed, circulated, and commented by appropriate Departments.
11. **Alteration of watercourses**-Notify adjacent communities and the Department of Energy and Environmental Protection prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance administration. This is notification shall not be less that twenty-one (**21**) **days prior** to the start of the Commission meeting.
12. A copy of the notification letter(s) and proof of mailing notification(s) is to be provided to the Planning Office **5 days prior** to the scheduled Commission meeting date. (If applicable)
13. An electronic submission of all documents received in CD format or on a USB drive is required.
14. When multiple Commissions are involved the applicant must meet all conditions of approvals including final plan(s) revisions to obtain the appropriate signature of approval prior to applying to any other Land Use Commission.

Note: A development permit shall be obtained before construction or development begins within any area of special flood hazards established in Section 42-36 of the Enfield Town Ordinance.