



## City of Black Hawk

Community Planning and Development  
211 Church St, PO Box 68  
Black Hawk, CO 80422  
Visit: [www.cityofblackhawk.org](http://www.cityofblackhawk.org)  
Email: [COAC@cityofblackhawk.org](mailto:COAC@cityofblackhawk.org)

## Floodplain Development Permit (FPDP) Guide

### OVERVIEW

**The intent** of the Floodplain Development Permit is to ensure that proposed development, building sites, and structures which are to be located within the 100-year floodplain are safe from flooding.

No permit shall be issued nor shall any start of construction begin, development occur, building or structure be erected, constructed, replaced, or substantially improved within the 100-year floodplain as shown on the current FEMA designated maps until a Floodplain Development Permit for such development, building, or structure has been approved by the Floodplain Administrator. Any person filing an application for a Floodplain Development Permit for a development, structure, or manufactured home is required to comply with the procedures and application requirements listed in Article IV of Section C of the City of Black Hawk Floodplain Municipal Code. Any development, building, or structure which is to be located within the floodplain, as defined by the FIRM is required to obtain a Floodplain Development Permit in accordance with Article IV of Section C of the City of Black Hawk Floodplain Municipal Code. A Floodplain Development Permit shall be obtained for all development, buildings, or structures which are to be located within the floodplain regardless of building permit requirements. Nothing in Article IV of Section C of the City of Black Hawk Floodplain Municipal Code shall be construed as exempting an applicant for a Floodplain Development Permit from any other Gilpin County regulatory requirements.

**Purpose:** It is the purpose of this ordinance to promote public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

1. Protect human life and health;
2. Minimize expenditure of public money for costly flood control projects;
3. Minimize the need for rescue and relief efforts associated with flooding which have historically been undertaken at the expense of the general public;
4. Minimize prolonged business interruptions;
5. Minimize damage to critical facilities, infrastructure, and other public facilities such as water, sewer and gas mains; electric and communications stations, substations and power plants, streets and bridges located in floodplains;
6. Help maintain a stable tax base by providing for the sound use and development of flood prone areas so as to minimize future flood blight areas; and
7. Ensure that potential buyers are notified that property is in a Special Flood Hazard Area.

For questions about formal land use submittals, contact the City's Planning Consultant Vince Harris, Baseline Engineering Corporation, by phone at **303.912.1900** or email [COAC@cityofblackhawk.org](mailto:COAC@cityofblackhawk.org)

### SUBMITTAL REQUIREMENTS

The Applicant must submit the following application package, as directed by the Planning Consultant, through the City's online portal, [CommunityCore](#). Any missing information will cause the application to be incomplete and, therefore, immediately rejected by the Planning Consultant.

- **Application:** The Applicant must first be registered as a Community Member or Contractor in [CommunityCore](#) to submit a new application through the City's online portal, [CommunityCore](#).
  - The applicant must also upload a hardcopy of the City of Black Hawk Floodplain Development permit application.
  - Contractors must have a current City of Black Hawk Business License to register with



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**CommunityCore.** Contact the City Clerk's office to apply for a Business License.  
<https://www.cityofblackhawk.org/businesssales-tax-licensing-and-contractor-registration> .

- **Authorization Letter:** The Applicant, if different from the Owner, must upload a letter from the Owner granting the Applicant permission to act on the Owner's behalf as part of the application submittal.
- **Project Description Letter:** The Applicant must upload an explanation of how the standards in the City of Black Hawk Flood Damage Prevention Ordinance have or will be met.
  - Detailed narrative of the project including the flood zone, the Base Flood Elevation, and a list of all the proposed structures. State how the structures will be floodproofed - elevated, anchored, vented, etc. State how the electrical, gas, water and sewer will be floodproofed.
  - If applicable, a description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development.
- **Acknowledgement of Receipt of Standards:** The Applicant must upload the completed Acknowledgement into the application.
- **Floodplain Map:** Must include all information from the Floodplain Map Requirement sheet, page 4.
- **Certification Form:** Either fill out the attached form and upload it or include it on the Floodplain Map submittal.
  - If applicable, a certificate from a registered professional engineer licensed in the State that the non-residential floodproofed structure shall meet the floodproofing criteria listed in the City of Black Hawk Flood Damage Prevention Ordinance.
  - If applicable, a pre-construction elevation certificate shall be submitted with the Floodplain Development Permit application. A during construction elevation certificate as well as an as-built elevation certification will be required prior to receiving a certificate of occupancy or final building permit approval for the structure. The elevation certifications shall be submitted on the most current FEMA Elevation Certificate.
- **Elevation Drawings:** For houses and habitable structures the Applicant must upload an elevation drawing delineated with the appropriate architectural scale, which clearly depicts the elevation of the inner/outer grade, height of the crawlspace, and lowest floor of the proposed and existing structures in relation to the Base Flood Elevation. The lowest floor (first habitable level) of the building must be one foot above the Base Flood Elevation.
- **Deed:** Upload a copy of the property deed.
- **Hydrologic & hydraulic Computer Models:** Applicant to upload electronic copies of computer models.
- **Cost Reimbursement Agreement:** This Agreement signed at Pre-Application will continue with all applicable Formal Land Use Application(s) to facilitate the review, evaluation, and processing of the Applications and to memorialize the obligation by the Owner to reimburse the City for the Consultants' Time.
- **Additional Information:** Any other relevant information which may be required by the Floodplain Administrator to determine that the proposed project has gained the appropriate Federal, State, and County approvals (e.g., wetland permits, septic permits, etc.).

### PROCESS

- Refer to the Pre-App Response Letter for the specific submittal requirements for the Floodplain application. To submit a Floodplain application, complete the application and upload all of the items listed in the Submittal Requirements through the City's online portal, **CommunityCore.** Keep in mind that the more information available to the City's review team, the more thorough and complete our comments can be.
- Applications are only accepted electronically through the City's online portal, **CommunityCore.**



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- If the application is deemed incomplete upon receipt through the City's online portal, **CommunityCore**, the Planning Consultant will immediately reject the application and provide the Applicant with an explanation of why the application was deemed incomplete.
- If the application is deemed complete upon receipt, through the City's online portal, **CommunityCore**, the Planning Consultant will refer the application out to City departments and referral agencies for comment.
- The City departments and referral agencies have **10 business days** to comment on the Floodplain application submittal.
- **5 business days** after receiving referral comments on the Floodplain application submittal, the City's Planning Consultant will provide the Applicant with a formal written summary to include the required next step. Land use approvals are required in advance of submitting any related or required submittals for permits from the City's Building or Public Works Departments.
- The speed of the submittal and approval process is dependent on the Applicant's response time and quality of submittal.
- A Floodplain submittal, review, and response expires 180 days after acceptance of such application if there is no forward movement from the Applicant.
- The Applicant can request a project extension in writing prior to expiration date. Written requests must demonstrate a justifiable cause for the requested extension. The City authorizes the Planning Consultant to grant, in writing, one or more reasonable extensions of time. The Planning Consultant determines the extension of time, per request, not to exceed 30-60-90-or 180 days, which then becomes the new project expiration date.

### CODE REQUIREMENTS

Black Hawk Municipal Code is found on the City's website: <https://www.cityofblackhawk.org>. Please also note the adopted but not yet codified ordinances. The Planning Consultant will provide specific code requirements for your project with Next Steps.

- ***Please be advised the Floodplain Application is an Administrative Approval.***
- ***Discussions with or information provided by the City or its Planning Consultant do not signify project approval.***

### FLOODPLAIN MAP REQUIREMENTS

Map dimensions shall be a minimum of 17 inches wide by 11 inches high or another suitable size approved by the Community Planning and Development Department. All plans must be electronic, Bluebeam ready with hyperlinks.

A map which accurately displays the following information:

- a. The name and address of the property owner;
- b. A legal description which describes the Section, Township and Range of the property;



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- c. Scale and north arrow;
- d. Topographic map at the building site, including a map (plot plan) drawn to an appropriate scale and the location of known encumbrances and spot elevations for the site near all existing and proposed structures;
- e. Water Surface Elevations of the Base Flood Elevation (BFE) at the building site. If the Water Surface Elevations are not shown on the FBFM or FIRM, the applicant's engineer shall use acceptable methodology to determine the Water Surface Elevations and show them on the map;
- f. Boundaries of the floodplain and floodway on the property;
- g. A plot plan which shows the location, shape, exterior dimensions and distance from lot or property lines of each existing or proposed structure relative to the floodplain and/or floodway boundaries;
- h. The elevation of the lowest floor, including the basement or crawlspace, of all new or substantially improved structures;
- i. If applicable, the elevation to which any non-residential structure will be floodproofed;
- j. Proposed vehicular access to the property; and
- k. Any fill, proposed and existing storage of materials, and proposed and existing drainage facilities located on the property.
- l. If applicable, show existing ground elevations, in the NGVD-29 or NAVD-88 vertical datum, at the development site to 2.0-ft accuracy, with offsite elevations.

### ADDITIONAL CONTACTS

#### **Colorado Department of Transportation (CDOT)**

10601 W. 10<sup>th</sup> Street  
Greeley, CO 80634  
(970) 353-1232  
<https://www.codot.gov/>

#### **Division of Water Resources**

##### *Water Wells*

1313 Sherman St. Room 818  
Denver, CO 80203  
(303) 866-3581  
810 Ninth St Second Floor Greeley, CO 80631 (970) 352-8712

<https://dwr.colorado.gov/>

Well Permitting Information: <https://dwr.colorado.gov/services/well-permitting>

#### **Colorado Geological Survey**

##### **Division of Minerals and Geology**

1313 Sherman Street, Rm 715  
Denver, CO 80203  
(303) 384-2643  
<https://coloradogeologicalsurvey.org/>



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### FLOODPLAIN DEVELOPMENT APPLICATION

OWNER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

ARCHITECT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

ENGINEER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

Parcel Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(12 digit number - found on Tax I.D. information, obtainable through the [Gilpin County Assessor's](#) Office)

Legal Description \_\_\_\_\_, Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W

### **Type of Proposed Development: (Please check all that apply)**

#### **Residential Home**

- ☐ New Construction (Single Family)
- ☐ New Construction (Multi Family)
- ☐ Rehabilitation
- ☐ Addition or Improvements
- ☐ In Subdivision
- ☐ Fill Material Subdivision

☐ Other (pipeline, tank battery, etc.) \_\_\_\_\_

#### **Non-Residential**

- ☐ New Construction
- ☐ Addition or Improvements
- ☐ Fill Material
- ☐ Channelization
- ☐ Watercourse Alternation
- ☐ Bridge/Culvert
- ☐ Levee

#### **Manufactured or Mobile**

- ☐ On Single Lot
- ☐ In Mobile Home Park
- ☐ Fill Material
- ☐ In Mobile Home



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### Flood Hazard Data

Watercourse Name\_\_\_\_\_

The project is proposed in the Floodway\_\_\_\_\_ Floodway Fringe\_\_\_\_\_

Base (100-year) flood elevation(s) at project site\_\_\_\_\_

Elevation required for Lowest Floor\_\_\_\_ NGVD/Floodproofing\_\_\_\_

NGVD Source Documents: Reports/Maps\_\_\_\_\_

Description of Proposed Development\*\*: \_\_\_\_\_

\_\_\_\_\_  
\*\*Attach a detailed narrative of the project to this application.

\_\_\_\_\_  
Signature: Owner or Authorized Agent      Date      Signature: Owner or Authorized Agent      Date

\_\_\_\_\_  
Print: Owner or Authorized Agent      Date      Print: Owner or Authorized Agent      Date

\*If an Authorized Agent signs, a letter of authorization from all fee owners must be included with the application. If a corporation is the fee owner, notarized evidence must be included showing the signatory has legal authority to sign for the corporation

**\*\*Cost Reimbursement Agreement:** This Agreement signed at Pre-Application will continue with all applicable Formal Land Use Application(s) to facilitate the review, evaluation, and processing of the Applications and to memorialize the obligation by the Owner to reimburse the City for the Consultants' Time.\*\*



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### ACKNOWLEDGMENT OF RECEIPT OF STANDARDS

#### **Article IV of Section C**

I have read and understand the Standards in Article IV of Section C of the City of Black Hawk Floodplain Municipal Code. Per my signature below I have received a copy of the Standards and the development in the floodplain that is described in my Floodplain Permit will remain in compliance with the aforementioned section of the City of Black Hawk Municipal Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Print: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_



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### AUTHORIZATION FORM

I, (We), \_\_\_\_\_, give permission to \_\_\_\_\_  
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access or OWTS** permits on our behalf, for the property located at  
(address or parcel number) below:

\_\_\_\_\_

Legal Description: \_\_\_\_\_ of Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W

Subdivision Name: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Property Owners Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Agent/Applicant Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence to be sent to: Owner \_\_\_\_\_ Agent \_\_\_\_\_

Additional Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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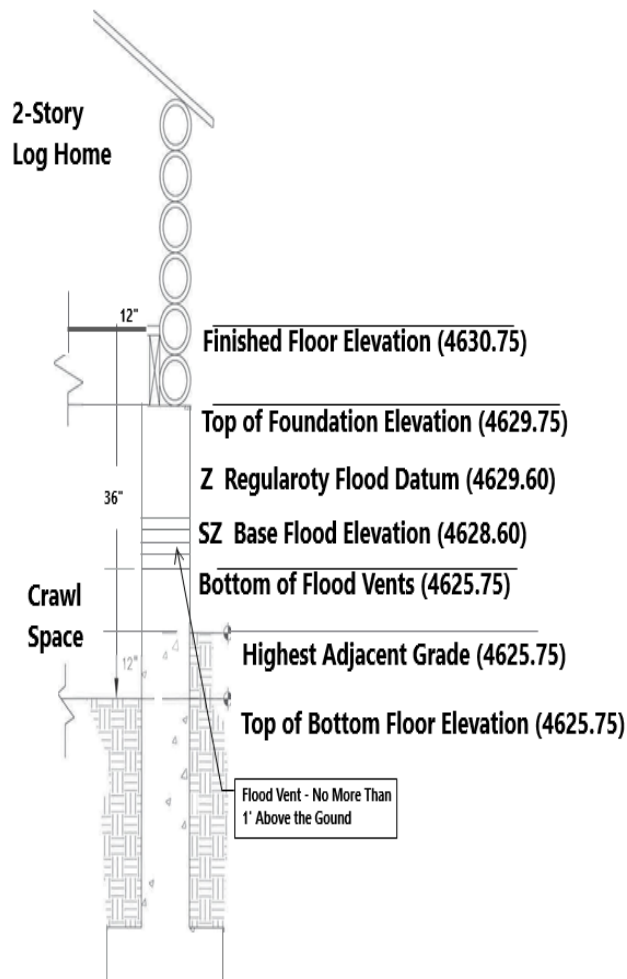
## Floodplain Development Permit (FPDP) Guide

### EXAMPLE ELEVATION DRAWING

The first floor of the habitable structure must be 1' above the Base Flood Elevation (BFE).

If the crawl space floor is **below** the BFE the vents must be placed in the foundation wall. The size of the vents must be equal to the square footage of the structure only in square inches.

For Example: If the square footage of the structure is 1,000 square feet the vent openings must be 1,000 square inches. The vents must be placed on two opposite walls.





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### CERTIFICATION FORM

I hereby affirm that this Floodplain Development Application was prepared under my responsible charge for the owners thereof and to my knowledge is accurate and adherent to the applicable standards and rules provided by the City of Black Hawk, Colorado.

Signature: \_\_\_\_\_

PE/PLS #: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



Stamp