

Joe M. England, P.E.
Williamson County
Engineer



3151 S.E. Inner Loop, Suite B
Georgetown, Texas 78626
Telephone (512) 943-3330
Fax (512) 943-3335
jengland@wilco.org

Williamson County
Engineer Office Division

Floodplain Development Permit Application Process Key Elements

The following is a summary of the key steps required in order to obtain a Floodplain Development Permit application from Williamson County. It is not a complete listing of required actions.

1. Applying for a Floodplain Development Permit application does not constitute the purchase or granting of a permit. Development within the floodplain is regulated and must comply with local, state, and federal rules and statutes.
2. Upon completion of application and payment of appropriate fee, the applicant is provided with a Certificate of Elevation form (FEMA No. 81-31, "FEMA National Flood Insurance Program Elevation Certificate", www.fema.gov/pdf/nfip/elvert.pdf) and is given the required elevation (minimum finished floor height) for the structure (when applicable). **All blanks on the FEMA form must be filled-in or marked "n/a" by the surveyor or professional engineer.** A copy of this form with the surveyor's or Professional Engineer's original signature and seal is required. Xeroxed or faxed copies are not accepted by the Floodplain Administrator.
3. Applicant's Professional Engineer submits dimensional scale site plan proposal showing all improvements and structures in and near the 100-year floodplain or floodway. This graphic/diagram must be presented to the Floodplain Administrator's office prior to the beginning of construction. It is the responsibility of the applicant to have a Professional Engineer provide an accurate map of the site that shows the location of all relevant improvements within the 100-year floodplain and a copy of the FEMA floodplain map for the property in question prior to any construction, demolition, or other modifications within the floodplain.
4. Upon the Floodplain Administrator's approval of the proposal, applicant's Professional Engineer or Registered Surveyor can then mark required elevation on the property prior to pouring of the foundation (if applicable).
5. Within 21 days following completion of the foundation or other work, the applicant's Professional Engineer or Registered Surveyor submits:

- a. FEMA Form No. 81-31, Elevation Certificate (when applicable)
 - b. Williamson County's "No-Rise Certificate" documentation (for construction within 100-year floodway)
6. Construction and modifications are limited to those described in the original application for the Floodplain Development Permit application. Other changes require a separate application.
 7. The Floodplain Development Permit application expires one year from the date of issue. However, projects involving remediation of problems in the floodplain or floodway must be completed within the timeline established by the Floodplain Administrator. Failure to complete all aspects of the project by the expiration date will require renewal of the application and payment of the prevailing fee.
 8. A Final Permit is issued upon the Floodplain Administrator's staff's review for full compliance with all floodplain regulations and requirements.
 9. **Floodway** (as opposed to **floodplain**) development requires that the owner meet more stringent requirements. If there is any question regarding whether the project will be in the floodway, be sure to ask the Floodplain Administrator's staff for information before making additional plans or beginning construction.

Failure to comply is a violation of the Flood Damage Prevention Ordinance that has been adopted by Williamson County. Constructing or occupying a residence or business without completing the floodplain development permitting process constitutes a violation. Failure to comply with legal requirements may lead to the inability to obtain flood insurance, increased premiums for flood insurance, civil penalties (including fines and court costs), and/or additional legal expenses on your part.

The State of Texas has delegated the responsibility for local governmental units to adopt regulations designed to minimize flood losses in the Texas Water Code (see especially Sections 16.315 and 16.318). An offense for this violation is a Class C misdemeanor (fine of up to \$500). Each day a violation occurs is a separate offense.

Please contact this office prior to acting if there is any doubt regarding whether an activity will be allowed.