17.06.09 - Administration.

A. This floodplain ordinance shall apply to all areas of special flood hazards within the jurisdiction of the Town. The areas of special flood hazard identified by the Federal Emergency Management agency in a scientific and engineering report entitled, "The Flood Insurance Study for the Town of Oak Creek, dated February 4, 2005," with an accompanying flood insurance rate map (FIRM) is adopted by reference and declared to be a part of these regulations. The flood insurance study and FIRM are on file at Town Hall, 129 Nancy Crawford Blvd, Oak Creek, CO, 80467.

B. A floodplain development permit shall be obtained from the floodplain administrator before any construction or development begins within any areas of special flood hazard. Application for a floodplain development permit shall be on forms furnished by the county building official or Town floodplain administrator with other information as set out in Section 17.06.010 (A).

C. Duties of the floodplain administrator shall include, but not be limited to:

1. Maintain and hold open for public inspection all records pertaining to the provisions of the floodplain ordinance, including actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures and any required flood-proofing certificate.
2. Review, approve, or deny all applications for floodplain development permits required by adoption of these regulations.
3. Review floodplain development permit applications to determine whether a proposed building site, including the placement of manufactured homes, will be reasonably safe from flooding.
4. Review all development permits and land use change approvals to assure that all necessary permits have been obtained from federal, state, or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act amendments of 1972, 33 USC 1334) from which prior approval is required.
5. Inspect all development at appropriate times during the period of construction to ensure compliance with all provisions of these regulations including proper elevation of the structure.
6. Where interpretation is needed as to the exact location of the boundaries of the area of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the floodplain administrator shall make the necessary interpretation.
7. When base flood elevation data has not been provided in accordance with these regulations, the floodplain administrator shall obtain at the cost of the applicant, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source, in order to administer these regulations.
8. Pursuant to the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, the Town may approve certain development in Zones A1-30, AE, AH on the Town's FIRM that increases the water surface elevation of the base flood by more than one-half foot, provided that the Town has first applied for a conditional letter of map revision (CLOMR), fulfills the requirements for such revisions as established under the provisions of said Section 65.12, and receives FEMA approval.
9. Notify adjacent communities and the Colorado Water Conservation Board prior to any alteration or relocation of a watercourse, and submit evidence of such notification to FEMA.
10. Ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained.

D. Information to be obtained and maintained.

1. Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures.
2. For all new or substantially improved flood-proofed structures:
   a. Verify and record the actual elevation (in relation to mean sea level to which the structure has been flood-proofed); and
   b. Maintain the flood-proofing certifications required in Section 17.06.09(D)(8), and
   c. Maintain for public inspection all records pertaining to the provisions of this section.

3. Interpretation of FIRM boundaries. Make interpretations, where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions).
4. Copies of all permits, or applications therefore, required by either federal or state agencies (includes CWCB, FEMA and the U.S. Army Corps of engineers) for alteration of a floodplain;
5. Site drainage plan prepared by a registered professional engineer licensed in the state;
6. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
7. Elevation in relation to mean sea level to which any structure has been flood-proofed;
8. Certification by a registered professional engineer or architect that the flood-proofing methods for any nonresidential structure meet the flood-proofing criteria in Section 17.06.07.

(Ord. No. 608, § 1, 3-10-2011; Ord. No. 627, § 1, 1-23-2014)