



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Submit this application with your hard copy materials to:
Orlando City Hall - 400 S Orange Ave - Orlando, FL 32802, Permitting Services, First Floor

Date: _____ Associated Permit Number (if applicable): _____

Job Site Address or Parcel ID#: _____

Job/Project Name: _____

Digital Applicant/Primary Contact Name: _____

Email: _____ Phone: _____

Architect/Engineer's Name: _____

Company Name: _____

Email: _____

Address: _____

Phone: _____

Work Description: _____

Transmittal Checklist

These items must be dropped in person to City Hall, along with this application to allow for timely processing. Please initial each box below to confirm all necessary documents are included.

- _____ 1 copy of drainage/floodplain/stormwater report including compensatory storage calculations
- _____ 1 copy of civil plans related to floodplain
- _____ 1 copy of geotechnical report (if applicable)
- _____ 1 copy of as-builts/elevation certificates
- _____ 1 copy of USB containing all submittal documents, digital copies of all relevant hydraulic/hydrologic models (ICPR, HEC-RAS, etc.), GIS shapefiles, and CADD files illustrating floodplain impacts and compensatory storage volumes.

In addition to the items listed on the transmittal checklist, please also upload the following to PDox:
FEMA application forms (MT-1 / MT-2)
Other documentation demonstrating that all necessary Federal, State, and local requirements have been sufficed.

Name: _____

Floodplain Development Permit Instructions

- 1. Submit hard copy application and required items to Orlando City Hall, 400 S. Orange Ave 1st Floor Permitting. Please allow 1-2 business days for processing.**
- 2. After application processing, the digital applicant will receive an email invite to upload plans and documents.**
- 3. Plans will be routed for review. Please allow 30 business days for plan review comments which will generate an email notification once completed.**
- 4. Response to comments generated from plan review are required to be submitted in hard copy format as well as uploaded in ProjectDox.**
- 5. After the review is approved and fees are paid, the permit and approved documents can be obtained from the Approved folder within ProjectDox. Approved hard-copy can be obtained by scheduling a pick-up appointment with Site Engineering reviewer of the permit.**