

The purpose of this document is to give a brief overview of the state's Flood Management program and its requirements with regard to the CT Department of Housing / CT Department of Economic Development funding housing projects located in a floodplain.



When is a Flood Management Certificate Required?

Any state agency proposing an activity within or affecting a floodplain or that impacts natural or man-made storm drainage facilities must submit a flood management certification.

Such activities include, without limitation:

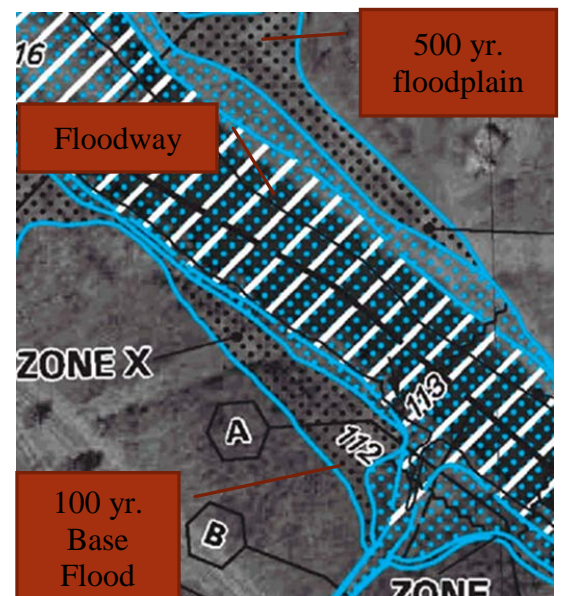
- any structure, obstruction or encroachment proposed for emplacement within the floodplain area;
- any proposal for site development which increases peak runoff rates;
- any grant or loan which affects land use, land use planning or the disposal of state properties in floodplains;

[Connecticut General Statutes](#)

(CGS) Sections 25-68b through 25-68h, inclusive

[Regulations of Connecticut State Agencies \(RCSA\)](#)

Sections 25-68h-1 through 25-68h-3



Process: Upon receipt of a request for DEEP approval of a state agency's flood management certification, the application is assigned to a project manager. Applications are typically reviewed by a project manager within the first 60 days from receipt. A Notice of Insufficiency will be sent to the applicant only if the application is found to be insufficient, in that the information requested by the application form has not been included and / or the information is not clearly presented. All of the information requested in the Notice of Insufficiency must be submitted to the department within 30 days of date of the notice. If the applicant does not respond within the allotted timeframe the application will then be rejected for insufficiency.

Once the application is deemed complete the review will continue. DEEP technical reviews consist of an evaluation of the technical documentation provided in the application and the project's consistency with the flood management standards and criteria. The application may

also be reviewed by DEEP's Fish and Wildlife Bureau and the staff of the Natural Diversity Data Base program.

What can I do to help advance the review of the application?

- Pre-Application Process
 - Request a meeting with DEEP staff if the project is complex or if there is a technical issue that you have and need advice from DEEP.
 - Natural Diversity Database should be worked out ahead of time. Finding an endangered, threaten or species of concern on site can significantly impact a project's schedule.
 - Fisheries– If you are conducting work within a watercourse consult DEEP fisheries before an application is submitted.
- Make sure you submit all required attachments and that your documents are complete and legible.
- Include references or citations to where information is located in the application. Without such references or citations, we will have to search for information or reproduce the work that you have done to ensure compliance. Reproducing your work takes time on our part, which can delay the issuance of your permit.

TIPS on Technical Information

- Non intensive use of the floodplain – An activity will be considered a Non-Intensive Use of a floodplain provided the following criteria are met:
 1. Safety- The proposed state action incorporates safe evacuation routes in times of a flood.
 2. Siting of Utilities – The proposed state action will not involve the placement of utilities that will promote or encourage future development within a floodplain



3. Type of Use. The proposed state action will not change the use of the property from an activity to a critical activity.
4. Creation of Dry Land Access. The proposed state action does not involve the placement of fill within a watercourse or any water to create dry land to allow for the construction of a structure.

- Proposing fill within a floodway will most likely require a hydraulic model (engineering model which calculates flood heights). Please note that the Department will not approve a Flood Management Certification with an increase in the encroached condition (floodway) without FEMA's approval first.
- Flood Contingency and Evacuation – Housing Projects (especially multiple units) must include a detailed flood contingency plan pre and post construction. Remember the certifying agency must feel comfortable with the flood contingency plan. The application must clearly demonstrate no hazard to human life. This is typically done by showing dry access out during the 100 year event post construction.
- Mapping Errors – Some errors in a FEMA Flood Insurance Study will require a Conditional Letter of Map Revision from FEMA prior to submitting an application for a Flood Management Certification.

Typical things to include in a flood management application for a housing project

- Attachment F – make sure it is signed by the certifying agency
- Plans
 - Must be signed & sealed by a Professional Engineer
 - Include architectural drawings with building elevation view
 - 100 yr. & 500 yr. floodplains delineated on the plan view
 - Erosion & Sedimentation Control Plans
- Elevation certificate if home has already been elevated
- Include any correspondence from fisheries and the National Diversity Database
- Attachment H - Floodplain management / Stormwater Worksheets
- Flood Contingency Plan (Pre & Post Construction)
- Computations if applicable
- Engineered details on any items (such as flood vents) used to flood proof a structure
- Photos

What does the flood management application have to demonstrate in order to receive an approval?

- The proposed activity will not result in an adverse effect on flooding
- The activity complies with the National Flood Insurance Program and with local municipal floodplain ordinance where the activity is occurring

- The agency has acquired all easements required for any proposed action which causes an increase in the base flood for an activity or critical activity is elevated above the increment authorized by the National Flood Insurance Program
- The proposal promotes long term non intensive use of the floodplain
- The agency will use to the extent feasible flood proofing techniques
- The agency has flood forecasting and warning capabilities consistent with the National Weather Service

What if a proposal does not meet a portion of the statutes and / or regulations?

An agency may apply for an exemption from the provisions of subsection (b) of CGS Section 25-68d and RCSA Sections 25-68h-1 through 25-68h-3, inclusive. The Commissioner, after providing public notice of the application and an opportunity to hold a public hearing, may grant an exemption request if he finds the proposal is in the public interest, will not injure persons or damage property, complies with the provisions of the National Flood Insurance Program and is cost effective.

What should be included in an exemption request?

- A statement of reasons why such agency is unable to comply, in addition to the application materials mentioned above.

How is an exemption request evaluated?

The Commissioner will approve an exemption request with or without conditions if it has been determined that:

- The activity is in the public interest
- The activity will not injure persons or property
- Complies with the National Flood Insurance Program

References

DEEP Hydraulic Guidance Document

[http://www.ct.gov/deep/lib/deep/Permits_and_Licenses/Land Use Permits/Inland Water Permits/iwrdhydraulicguidance.pdf](http://www.ct.gov/deep/lib/deep/Permits_and_Licenses/Land_Use_Permits/Inland_Water_Permits/iwrdhydraulicguidance.pdf)

FEMA Map Service Center

<https://msc.fema.gov/portal>

National Flood Insurance Program - Flood plain management criteria for flood-prone areas.

<http://www.gpo.gov/fdsys/pkg/CFR-2002-title44-vol1/pdf/CFR-2002-title44-vol1-sec60-3.pdf>