



Town of Burlington  
200 Spielman Highway • Burlington, CT 06013  
Building and Land Use Department • 860-673-6789 x6

**Floodplain Development Permit Application**

**Section 1: General Provisions**

1. No work of any kind may start until a permit is issued
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued
4. Development shall not be used or occupied until a Certificate of Zoning Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. The applicant certifies that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate.
9. Written consent is required if the applicant is not the owner of record of the subject property:

I/We hereby give my/our consent for this project as owner(s) of the property listed on this permit:

1. Owner Name Printed: \_\_\_\_\_

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

2. Owner Name Printed: \_\_\_\_\_

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

3. Owner Name Printed: \_\_\_\_\_

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

4. Owner Name Printed: \_\_\_\_\_

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



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**Section 2: Proposed Development**

Date of Application:	Property Location (# and street):	
Owner:	Address: (#, Street, Town, State, Zip)	Phone:
Email:		Email:
Applicant:	Address: (#, Street, Town, State, Zip)	Phone:
Email:		Email:
Engineer/Surveyor:	Email:	Phone:

**Description of Proposed Activity:** Check all applicable boxes

**A. STRUCTURAL DEVELOPMENT**

ACTIVITY

- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Relocation
- ☐ Demolition

STRUCTURE TYPE

- ☐ Residential (1-4 Family)
- ☐ Residential (More than 4 Family)
- ☐ Non-Residential (Floodproofing? ☐ Y)
- ☐ Combined Use (Residential & Commercial)
- ☐ Manufactured Home

**ESTIMATED COST OF PROJECT:** \_\_\_\_\_

**B. OTHER DEVELOPMENT ACTIVITIES**

- ☐ Clearing      ☐ Fill      ☐ Mining/Gravel Removal      ☐ Drilling      ☐ Grading
- ☐ Excavation (Except for Structural Development Checked Above)
- ☐ Watercourse Alteration (Including Dredging and Channel Modifications)
- ☐ Drainage Improvements (Including Culvert Work)
- ☐ Road, Street, or Bridge Construction
- ☐ Subdivision (New or Expansion)
- ☐ Individual Water or Sewer System
- ☐ Other (Please Specify)

After completing Section 2. Applicant should submit form to the Land Use Office for review.

The applicant understands that this application is to be considered complete only when all information, documents and fees required by the Town of Burlington have been submitted. The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of his/her knowledge and belief, and further acknowledges that he/she is familiar with all the information provided in this applications, and is aware of the penalties for obtaining a permit through deception or through misleading information.

Applicant Signature:	Date:	Print Name:
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Authorization is hereby granted to the local administrator and his/her designee to inspect the subject land, at reasonable times, during the pendency of this application and for the life of the permit.



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**Section 3: Floodplain Determination** (to be Completed by the Administrators)

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated: \_\_\_\_\_.

The proposed development:

☐ Is **NOT** located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and **NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED**).

☐ Is **partially located** in the SFHA but building/development is **not**.

☐ Is **located in** a Special Flood Hazard Area.

FIRM zone designation is \_\_\_\_\_

"100-Year" flood elevation at the site is \_\_\_\_\_ ft. *National Geodetic Vertical Datum (NGVD)* **OR** is ☐ Unavailable

☐ Is **located in** the Floodway.

FBFM Panel No. \_\_\_\_\_  
(if different from the FIRM panel and date)

Dated: \_\_\_\_\_

☐ See **Section 4: Additional Information Required**.



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**Section 4: Additional Information Required** (to be completed by the Administrators)

The applicant **must submit the documents checked below** before the application can be processed:

- ☐ A site plan showing the location of all existing structures, waterbodies, adjacent roads, lot dimensions, and proposed development.
- ☐ Development plans, drawn to scale and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of flood-proofing of utilities located below the first floor, and details of enclosures below the first floor.

Also, \_\_\_\_\_

- ☐ Subdivision or other development plans. (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser the applicant must provide "100" year flood elevations if they are not otherwise available).
- ☐ Plans showing the extent of watercourse relocation and/or landform alterations.
- ☐ Change in water elevation (in feet) \_\_\_\_\_ ☐ Meets ordinance limits on elevation increases  

☐ Yes ☐ No
- ☐ Top of new compacted fill elevation \_\_\_\_\_ ft. NGVD
- ☐ Flood-proofing protection level (non-residential only) \_\_\_\_\_ ft. NGVD. For flood-proofed structures, applicant must attach certification from registered engineer or architect.
- ☐ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-year" flood. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- ☐ Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**Section 5: Permit Determination** (to be completed by the Administrator)

We have determined that the proposed activity:

A. ☐ **Is in** conformance with provisions of Section III.G. of the Burlington Zoning Regulations and Chapter 181 of the Burlington Town Ordinances. The permit is issued subject to the conditions attached to and made part of this permit.

Please remit the FEE DUE listed below to the Town of Burlington at this time.

B. ☐ **Is not in** conformance with provisions of Section III.G. of the Burlington Zoning Regulations and Chapter 181 of the Burlington Town Ordinances and cannot be approved as submitted.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** Building Official

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TITLE:** Zoning Enforcement Officer

**FEE DUE:** \$160.00      **DATE FEE PAID:** \_\_\_\_\_