



# UPPER DARBY TOWNSHIP

## DEPARTMENT OF LICENSES & INSPECTIONS

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# Comprehensive Floodplain Submission Checklist

The following checklist is designed to guide applicants through the Upper Darby Township Floodplain Application Requirements.

## PRE-APPLICATION PROCEDURES

- Determination if any portion of land is in a designated floodplain district and whether any flood hazards would result from the proposed Development. <https://msc.fema.gov/portal/home>
- If applicable, consult Township Engineer on suitability of on-site sewage disposal facilities.
- Developers provide proof of consultation with the Delaware County Conservation District concerning erosion and sediment control and the effect of soil conditions on proposed development.
- Optional Pre-Application Meeting

## APPLICATION REQUIREMENTS

- Name and address of applicant.
- Name and address of owner of land on which proposed construction is to occur.
- Name and address of contractor.
- Site location including address.
- Provide list of any other required permits (i.e. PENNDOT, Conservation District, Building, PADEP, Sewer Module, Stream alteration and Encroachment...etc.)
- Brief description of proposed work and estimated cost of an alteration addition or renovation, including a breakout of flood-related cost, detailed cost estimate and the market value of the building before the flood damage occurred.
- A plan of the site showing the exact size and location of the proposed construction as well as any existing buildings or structures.
- Compliance with flood design requirements as described in Article IV of the Floodplain Management Ordinance and as required by the UCC Building Code.

## ADDITIONAL INFORMATION TO SUPPORT APPLICATION

- A completed permit application form.
  - A plan of the entire site, clearly and legibly drawn at a scale of one inch being equal to 100 feet or less, showing the following:
    - North arrow, scale, and date;
    - Topographic contour lines at intervals of two feet; identify ground slopes greater than 15%; delineate the boundaries of the floodplain districts.
    - The location of all existing and proposed buildings, structures and other improvements, including the location of any existing or proposed subdivision and development;
    - The location of all existing streets, drives and other accessways
    - The location of any existing bodies of water or watercourses, identified floodplain areas and, if available, information pertaining to the floodway, and the flow of water including direction and velocities.
    - Plan of all proposed building, structures and other improvements drawn to a suitable scale, showing the following:

- The proposed lowest floor elevation of any proposed building based upon North American Vertical Datum of 1988
  - The elevation of the base flood
  - Supplemental information as may be necessary under 34 Pa. Code, the 2009 IBC or the 2009 IRC, or latest edition thereof adopted by the State of Pennsylvania.
- The following data and documentation must be provided, if applicable.
    - Detailed information concerning any proposed flood proofing measures and corresponding elevations.
    - If available, information concerning flood depths, pressures, velocities, impact and uplift forces and other factors associated with a base flood.
    - Documentation, certified by a registered professional engineer or architect, to show that the cumulative effect of any proposed development within floodway area (see § 305-19A), when combined with all other existing and anticipated development, will not increase the base flood elevation at any point.
    - Documentation, certified by a registered professional engineer or architect, to show that the cumulative effect of any proposed development within any identified floodplain area (see § 305-18), when combined with all other existing and anticipated development, will not cause any increase in the base flood elevation. AE areas adjacent to floodways are exempt.
    - A document, certified by a registered professional engineer or architect, which states that the proposed construction or development has been adequately designed to withstand the pressures, velocities, impact and uplift forces associated with the base flood. Such statement shall include a description of the type and extent of flood proofing measures which have been incorporated into the design of the structure and/or the development.
    - Detailed information needed to determine compliance with § 305-25F, Storage, and § 305-26, Development which may endanger human life, including:
      - The amount, location and purpose of any materials or substances referred to in §§ 305-25F and 305-26 which are intended to be used, produced, stored or otherwise maintained on site.
      - A description of the safeguards incorporated into the design of the proposed structure to prevent leaks or spills of the dangerous materials or substances listed in § 305-26 during a base flood.
    - The appropriate component of the Department of Environmental Protection's "Planning Module for Land Development."
    - Where any excavation or grading is proposed, a plan meeting the requirements of the Department of Environmental Protection, to implement and maintain erosion and sedimentation control.
  - Final Plan Requirements
    - The final plan for development projects shall delineate all portions of the property that are within designated floodplain areas and shall be prepared by a registered engineer and surveyor.
  - All other information required by Chapter 550, Zoning, of the Township's Code; the Pennsylvania Uniform Construction Code, as adopted by Upper Darby Township (Chapter 262, Article I, of the Code, as amended); the Delaware County Subdivision and Land Development Ordinance of 1978, as amended; the Delaware County Floodplain Protection Ordinance for Subdivision and Land Development of 1977, as amended; and Resolution 7601 of 15 April 1976 for preliminary plan and review.
  - Applications for permits shall be accompanied by a fee, payable to Upper Darby Township in accordance with Chapter 290, Fees, Article III, Fees for Licenses and Permits, of this Code, as amended.