



## Benton County

### Floodplain Development Permit Checklist

Planning Department  
215 East Central Avenue  
Bentonville, AR 72712  
(479) 464-6166

planning@bentoncountyar.gov  
bentoncountyar.gov/county-planning/

#### IMPORTANT NOTES

- This is **NOT** an application. This is an informational and optional checklist for submitting an application. This checklist does not need to be submitted to the online portal nor to the Benton County Planning Department Staff. Whether or not this checklist is used, Staff will still require an application which can be found on our website at [bentoncountyar.gov/county-planning/applications/](http://bentoncountyar.gov/county-planning/applications/).
  - When an application is ready to be submitted, please send it to [planning@bentoncountyar.gov](mailto:planning@bentoncountyar.gov) or on our online portal at [bentoncounty.portal.iworq.net/portalhome/bentoncounty](http://bentoncounty.portal.iworq.net/portalhome/bentoncounty).

#### PROPERTY REFERENCE INFORMATION

Property Owner(s) Name: \_\_\_\_\_

\_\_\_\_\_

Physical Address of Property: Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

#### FLOODPLAIN DEVELOPMENT PERMIT CHECKLIST

##### All Development:

- Completed Floodplain Development Permit Application
- Scaled Site Plan detailing the exact location and size of the development.
- Payment of \$50.00 – \$100.00 fee (dependent on acreage)
- Technical information as required by the County Floodplain Administrator in accordance with 44CFR 60.3
- Any additional materials as needed by Staff or Planning Board

##### Structural Development (i.e. single-family dwelling, accessory structure):

- FEMA NFIP Elevation Certificate completed by a registered professional engineer or surveyor.
- An Elevation Certificate must be completed during the construction drawings phase, while under construction prior to pouring the finished floor slab, and once construction is finished to confirm that the final structure is compliant. Three elevation certificates in total.
- Technical information as required by the County Floodplain Administrator in accordance with 44CFR 60.3

##### Non-structural Development (i.e. placement of fill)

- No-Rise Certification completed by a registered professional Engineer
- Development within the regulatory floodway, within a designated stream/river, or any other development with potential to affect the base flood elevation
- Technical information as required by the County Floodplain Administrator in accordance with 44CFR 60.3

**Commercial Development**

- Floodproofing Certificate completed by a registered professional Engineer
- Technical information as required by the County Floodplain Administrator in accordance with 44CFR 60.3

**\*All items shall be submitted at the time of application, or the application will be rendered incomplete\***