

# Duties of a Local Floodplain Administrator

The Floodplain Administrator is responsible for implementing the community's local floodplain ordinance and ensuring that the community is complying with minimum NFIP standards and enforcing any locally imposed higher standards:

- Require, review, and evaluate floodplain development permit applications for all development located in a Special Flood Hazard Area (SFHA). This includes minor development (e.g. fences, accessory structures, grading, paving) and activities (like drilling or the storage of materials) that may not require building permits.
- Review Elevation Certificates for completeness and accuracy. Identify deficiencies before accepting as part of a development application.
- Review development applications, plans, engineering analyses, and other supporting documentation for compliance with the floodplain ordinance prior to approval.
- Review all proposed development to determine whether the project would be Substantial Improvement as defined in your floodplain ordinance. Notify the applicant in writing that the approval of the project would require elevation and/or other measures to bring the structure into the compliance with the current floodplain regulations.
- Discourage development in the floodplain when alternatives are possible and restrict development in the floodway (if allowed by local ordinance) to that which will not cause a rise in the elevation of the base flood. Review engineering analyses and No-Rise certifications to ensure compliance with local regulations.
- Advise applicants of other state, federal and local permits and other approvals that may be necessary when developing in the SFHA. Require documentation that these permits and approvals have been obtained prior to permitting floodplain development.
- Notify FEMA and adjacent communities of changes to watercourses within corporate limits within six months of the alteration through a Letter of Map Revision (LOMR).
- Inspect permitted floodplain development to verify location relative to the floodplain/floodway and ensure compliance with local floodplain ordinances.
- Educate community members and local officials about floodplain management.
- Ensure building officials are fully aware of building code requirements related to floodplain development and that there are established processes to coordinate roles.
- Assess damaged structures in the SFHA following flood, fire, wind, or other events to determine whether there is Substantial Damage as defined in your floodplain ordinance. Notify the property owners in writing that repair of the structure must include elevation and/or other measures to bring the structure into compliance with the current floodplain regulations and building codes.
- Maintain records and documentation of all floodplain activities, including approved and denied permits, supporting documentation, Elevation Certificates, engineering analyses, reports, etc. Records must be maintained indefinitely.
- Provide information to property owners and the public about floodplain/floodway boundaries, Base Flood Elevation, etc. Answer general questions related to flood risk.
- Investigate violations of the floodplain ordinance and initiate corrective action.

**Read your local floodplain ordinance. There may be additional duties assigned to this role.**