

TOWN OF BARTLETT FLOODPLAIN DEVELOPMENT ORDINANCE
(As revised 3/13/2012)

The following regulations shall apply to all lands designated as special flood hazard areas by the Federal Emergency Management Agency in its "Flood Insurance Study for the Town of Bartlett, NH" together with the associated Flood Insurance Rate Maps and Flood Boundary and Floodway maps of the Town of Bartlett dated May 1, 1979, and revised March 1, 1984, which are declared to be a part of this Ordinance.

Certain areas of the Town of Bartlett, New Hampshire are subject to periodic flooding, causing serious damages to properties within these areas. Relief is available in the form of flood insurance as authorized by the National Flood Insurance Act of 1968. Therefore, the Town of Bartlett, New Hampshire has chosen to become a participating community in the National Flood Insurance Program, and agrees to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) as detailed in this Floodplain Management Ordinance.

ITEM I. DEFINITION OF TERMS:

AREA OF SPECIAL FLOOD HAZARD is the land in the flood plain within a community subject to a one percent or greater chance of flooding in any given year. The area is designated as Zones A and AE on the FIRM.

BASE FLOOD means the flood having a one-percent chance of being equaled or exceeded in any given year.

BASEMENT means any area of the building having its floor sub grade (below ground level) on all sides.

BUILDING see "structure".

BUILDING INSPECTOR means the Board of Selectmen or their designee.

DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations or storage of equipment or materials.

"FEMA" means the Federal Emergency Management Agency.

FLOOD or FLOODING means a general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, or 2) the unusual and rapid accumulation of runoff of surface waters from any source.

FLOOD INSURANCE RATE MAP (FIRM) means the official map incorporated with this ordinance, on which the Federal Emergency Management Agency has delineated both the special flood hazard areas and the risk premium zones applicable to the Town of Bartlett, NH.

FLOOD INSURANCE STUDY means an examination, evaluation, and determination of flood hazards and, if appropriate corresponding water surface evaluations, or an examination, evaluation, and determination of mudslide (i.e. mudflow) and/or flood-related erosion hazards.

FLOODPLAIN or FLOOD-PRONE AREA means any land area susceptible to being inundated by water from any source (see definition of flooding).

FLOODPROOFING means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real estate property, water and sanitary facilities, structures and their contents.

FLOODWAY see "Regulatory Floodway"

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

HISTORIC STRUCTURE means any structure that is:

- a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historical district or a district preliminary determined by the Secretary to qualify as a registered historic district;
- c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - 1) by an approved state program as determined by the Secretary of Interior, or
 - 2) directly by the Secretary of the Interior in states without approved programs.

LOWEST FLOOR means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this Ordinance.

MANUFACTURED HOME means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. This includes manufactured homes located in a manufactured home park or subdivision.

MANUFACTURED HOME PARK OR SUBDIVISION means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

MEAN SEA LEVEL means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

NEW CONSTRUCTION means, for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

100-YEAR FLOOD see "Base Flood".

RECREATIONAL VEHICLE means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) designed to be self propelled or permanently towable by a light duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

REGULATORY FLOODWAY means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevations more than a designated height.

RIVERINE means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

SPECIAL FLOOD HAZARD AREA (see Area of Special Flood Hazard)

START OF CONSTRUCTION includes substantial improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation on piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and or walkways; nor does it include excavation for a basement, footings, pier's, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

STRUCTURE means for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, which is principally above ground, as well as a manufactured home.

SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT means any combination of repairs, reconstruction, alteration, or improvements to a structure in which the cumulative cost equals or exceeds fifty percent of the market value of the structure. The market value of the structure should equal 1) the appraised value of the structure prior to the start of the initial repair or improvement, or 2) in the case of damage, the value of the structure prior to the damage occurring. For the purpose of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. This term includes structures which have incurred substantial damage, regardless of actual repair work performed. The term does not, however, include either (1) any project for improvement of a structure required to comply with existing health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions or (2) any alteration of a "historic structure", provided that the alteration will not prevent the structure's continued designation as a "historic structure".

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required under this ordinance is presumed to be in violation until such time as that documentation is provided.

WATER SURFACE ELEVATION means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, (or other datum, where specified) of flood of various magnitudes and frequencies in the floodplains.

ITEM II. PERMITS:

All proposed development in any special flood hazard areas shall require a permit.

ITEM III. CONSTRUCTION REQUIREMENTS:

The Building Inspector shall review all building permit applications for new construction or substantial improvements to determine whether proposed building sites would be reasonably safe from flooding. If a proposed building site is located in a special flood hazard area, all new construction and substantial improvements shall;

(i) be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, (ii) be constructed with materials resistant to flood damage, (iii) be constructed by methods and practices that minimize flood damages, and, (iv) be constructed with

electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

ITEM IV. WATER AND SEWER SYSTEMS:

Where new or replacement water and sewer systems (including on-site systems) are proposed in special flood hazard areas, the applicant shall provide the Building Inspector with assurance that new and replacement sanitary sewage systems will be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems will be located to avoid impairment to them or contamination from them during periods of flooding.

ITEM V. CERTIFICATION:

For all new or substantially improved structures located in Zones A or AE, the Building Inspector shall maintain for public inspection, and furnish upon request, any certification of flood proofing and the as built elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and include whether or not such structures contain a basement. IF the structure has been flood proofed, the as built elevation (in relation to mean sea level) to which the structure was flood proofed. The applicant must furnish this information.

ITEM VI. OTHER PERMITS:

The Building Inspector shall not grant a building permit until the applicant certifies that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334. It shall be the responsibility of the applicant to certify these assurances to the Building Inspector.

ITEM VII. WATERCOURSES:

In riverine situations, prior to the alteration or relocation of a watercourse, the applicant for such authorization shall notify the Wetlands Bureau of the New Hampshire Environmental Services Department and submit copies of such notification to the Building Inspector, in addition to the copies required by the RSA 482-A: 3. Further, the applicant shall be required to submit copies of said notification to those adjacent communities as determined by the Building Inspector, including notice of all scheduled hearings before the Wetlands Bureau.

Within the altered or relocated portion of any watercourse, the applicant shall submit to the Building Inspector, certification provided by a registered professional engineer assuring that the flood carrying capacity of the watercourse can and will be maintained.

Along watercourses that have a designated Regulatory Floodway, no encroachments, including fill, new construction, substantial improvements, and other development are allowed within the

designated Regulatory Floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the proposed encroachment would not result in any increase in flood levels within the community during the base flood discharge. In Zone A, the Building Inspector shall obtain, review, and reasonably utilize any floodway data available from a Federal, State, or other source as criteria for requiring that development meet the floodway requirements of this section.

Along watercourses that have *not* had a regulatory floodway designated, no new construction, substantial improvements or other development (including fill) shall be permitted within Zones A and AE on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

The Building Inspector shall obtain, review, and reasonably utilize any floodway data available from Federal, State, or other sources as criteria for requiring that all development located in Zone A meet the following floodway requirement:

"No encroachments, including fill, new construction, substantial improvements, and other development are allowed within the floodway that would result in any increase in flood levels within the community during the base flood discharge."

ITEM VIII. SPECIAL FLOOD HAZARD AREAS:

- 1) In special flood hazard areas, the Building Inspector shall determine the 100-year flood elevation in the following order of precedence according to the data available:
 - a) In Zones A and AE refer to the elevation provided in the community's Flood Insurance Study and accompanying FIRM.
 - b) In unnumbered A Zones, the Building Inspector shall obtain, review, and reasonably utilize any 100-year flood elevation data available from Federal or State development proposals submitted to the community (example subdivisions, site approvals, etc.).
- 2) The Building Inspector's 100-year flood elevation determination will be used as criteria for requiring in Zones A and AE:
 - a) All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated to or above the 100-year flood elevation;
 - b) That all new construction or substantial improvements of non-residential structures have the lowest floor (including basement) elevated to or above the 100-year flood level; or together with the attendant utility and sanitary facilities, shall (i) be flood proofed so that below the 100-year flood elevation the structure is watertight with walls substantially impermeable to the passage of water; (ii) have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and (iii) be certified by

a registered professional engineer or architect that the design and methods of construction is in accordance with accepted standards of practice for meeting the provisions of this section;

- c) All manufactured homes to be placed or substantially improved within special flood hazard areas shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood level; and be securely anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may be included, but are not limited to, use of over-the-top or frame ties to ground anchors.;
- d) For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are subject to flooding are permitted providing the enclosed areas meet the following requirements:
 - 1) the enclosed area is unfinished or flood resistant, usable solely for parking of vehicles, building access or storage;
 - 2) the area is not a basement;
 - 3) shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing or the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria: A minimum of two openings having a total area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. openings may be equipped with screens, louvers or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- e) All recreational vehicles placed on sites within Zones A and AE, shall either (i) be on the site for fewer than 180 consecutive days, (ii) be fully licensed and ready for highway use, or (iii) meet all standards of item II and VIII 2 (c) of this ordinance.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

ITEM IX. VARIANCES AND APPEALS:

Any order, requirement, decision or determination of the Building Inspector made under this ordinance may be appealed to the Zoning Board of Adjustment as set forth in RSA 676:5. A variance is a relaxation or setting aside in a specific case, of certain specified terms of this Ordinance. In accordance with RSA 674:33 1 (b), the applicant shall have the burden of showing, in addition to the usual variance standards under state law:

- A) that the variance will not result in increased flood height, additional threats to public safety, or extraordinary public expense,
- B) that, if the requested variance is for activity within a designated regulatory floodway, no increase in flood levels during the base flood discharge will result,

C) that the variance is the minimum necessary, considering the flood hazard, to afford relief.

The Zoning Board of Adjustment shall notify the applicant in writing that (1) the issuance of a variance to construct below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (2) such construction below the base flood level increases risks to life and property.

Such notification shall be maintained with a record of all variance actions.

The community shall (1) maintain a record of all variance actions, including their justification for their issuance, and (2) report such variances issued in its annual or biannual report submitted to FEMA's Federal Insurance Administrator.

The Zoning Board of Adjustment may approve, with conditions, or deny applications for variances following the procedures in the Ordinance.

History of Ordinance:

March Town Meeting 1976 - Resolutions A and B adopted

March Town Meeting 1979 - Ordinance adopted

March Town Meeting 1987 - Amendments adopted

March Town Meeting 1994 - Amendments adopted

March Town Meeting 2003 - Amendments adopted

March Town Meeting 2012 - Amendments adopted


~~~~~  
**PERMIT FOR ACTIVITY IN THE FLOODPLAIN**

PROPERTY LOCATION \_\_\_\_\_ MAP/PARCEL \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

NAME OF ENGINEER/SURVEYOR \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CONTRACTOR (if applicable) \_\_\_\_\_

START DATE OF WORK \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

Is any of the proposed activity located in the floodplain or floodway as defined in the Town of Bartlett National Flood Insurance Program (NFIP) Floodplain Ordinance and shown on the Town's Flood Insurance Rate Maps (FIRM)?

YES

NO

If YES, the activity shall conform with all requirements of the Town of Bartlett NFIP Floodplain Ordinance and the applicant must provide a completed Certificate of Elevation, showing either (1) elevation of existing lowest floor **OR** (2) elevation of planned lowest floor of new construction. If construction or development is to take place in areas designated as a floodway on the Town's FIRM Maps, the applicant shall insure the work will not increase the level of the floodway.

**THE APPLICANT MUST ATTACH A PLAN SHOWING ELEVATIONS, PICTURES AND ANY OTHER INFORMATION NECESSARY TO DETERMINE COMPLIANCE WITH THE ORDINANCE. FAILURE TO DO SO MAY CAUSE A DELAY IN REVIEW.**

We hereby certify that the above described activity in the flood hazard area of the Town of Bartlett, NH is in full compliance with all of the regulations concerning the floodplain and floodway.

Date \_\_\_\_\_ Property Owner(s) Signature \_\_\_\_\_

Date \_\_\_\_\_ Engineer/Surveyor Signature \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

BOARD OF SELECTMEN:

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