



December 13, 2017

Design Memorandum No. 2017.11

TO: All DPW Engineering and Construction Staff, and Consultants

**THRU: Melody Park, PE
Chief Engineer
Department of Public Works**

**FROM: Mark H. Zwoyer, PE
Administrator – Engineering Design
Department of Public Works**

RE: Floodplain Permits

EFFECTIVE: Immediately

The City of Indianapolis participates in the National Flood Insurance Program to protect the citizens of Marion County and reduce flood-related losses. Private development and redevelopment projects located in specified flood plains are regulated by the City and State. DPW Capital Improvement Projects are also bound by these same regulations; however historically they have not been received the formal approval as required by FEMA. A recent FEMA audit of the Department of Business and Neighborhood Services (BNS), determined this practice must be revised. FEMA is requiring a project review by BNS to create assurances that the design and construction meet required articles of City Code.

DPW projects already are required to obtain IDNR and USACE permits for construction in floodways and wetlands, so an additional review through BNS

would be redundant. BNS will provide an abbreviated process for DPW projects that satisfies the FEMA requirements. If your project boundaries are within a floodway or within the 100-year floodplain, then a review and permit are required. If your project boundaries are only within the 500-year floodplain, then a review and permit are not required.

100-year floodplain boundaries are shown on <http://maps.indy.gov/MapIndy/>. Turn on the Flood Zones feature under the Property toggle under the More... button. Dark blue is the floodway, medium blue is the 100-year floodplain, and light blue is the 500-year floodplain.

The BNS application form is included as an attachment. The following application form information is required from designers:

- A. SITE INFORMATION: include the nearest street address to the project and the township.
- C. DESIGN FIRM/CONTRACTOR: include the pertinent design firm information
- E. PROJECT DESCRIPTION: include the total number of acres within the floodway or 100-year floodplain and a brief description of the project; description should include any fill or structures being placed above existing grade.
- F. DPW INFORMATION: include the project number, project manager, and project manager phone number.
- G. APPLICANT INFORMATION: include the designer's name, signature, phone, date.

Submit the Floodplain Permit Application along with final plans to BNS at Infrastructure@indy.gov and copy the DPW Project Manager. The permit will be issued via automated email from BNS.



December 13, 2017

Design Memorandum No. 2017.12

TO: All DPW Engineering and Construction Staff, and
Consultants

THRU: Melody Park, PE
Chief Engineer
Department of Public Works

FROM: Mark H. Zwoyer, PE
Administrator – Engineering Design
Department of Public Works

RE: Project Coordination

EFFECTIVE: Immediately

Waters Reports:

- INDOT Environmental Services does not review separate Waters Reports for DPW Projects. Do not submit stand-alone Waters Reports to INDOT for review.
- The Waters Reports are part of the NEPA documentation, and will be reviewed by INDOT as part of the Environmental.

Early Coordination with SHPO:

- SHPO does not review plans that are not federally or state funded or federally permitted. If a project does not have an INDOT DES Number and identified funding administrated through INDOT, do not contact SHPO as part of early coordination efforts.



FLOODPLAIN PERMIT APPLICATION FOR CAPITAL IMPROVEMENT PROJECTS

DRN _____ -
FLD _____ -

A. SITE INFORMATION:	D. PROJECT TYPE (CHECK ALL THAT APPLY):
ADDRESS	<input type="checkbox"/> ACCESSORY STRUCTURE _____ SQ. FT.
[STREET NAME AND #, SUITE/BUILDING #, DIRECTION (N-S-E-W)]	<input type="checkbox"/> ADDITION _____ SQ. FT.
SUBDIVISION: <u>N/A</u> LOT: <u>N/A</u>	<input type="checkbox"/> LAND/WATERCOURSE ALTERATION _____ SQ. FT.
TOWNSHIP: _____	<input type="checkbox"/> NEW STRUCTURE: <input type="checkbox"/> SEPTIC <input type="checkbox"/> SANITARY
	<input type="checkbox"/> NON-BUILDING STRUCTURE _____ SQ. FT.
	<input type="checkbox"/> RESTORATION OF DAMAGE _____ SQ. FT.
	<input type="checkbox"/> TEMPORARY STRUCTURE _____ SQ. FT.
	<input type="checkbox"/> ALTERATION/REMODEL IN FLOOD _____ SQ. FT.
	<input type="checkbox"/> MOBILE STRUCTURE IN FLOOD _____ SQ. FT.
	<input checked="" type="checkbox"/> OTHER: TRANSPORTATION INFRASTRUCTURE
B. PROPERTY OWNER	E. PROJECT DESCRIPTION
NAME: <u>Indianapolis Department of Public Works</u>	TOTAL ACRES OF SITE: _____
ADDRESS: <u>200 East Washington Street</u>	BRIEF DESCRIPTION: _____
CITY, STATE, ZIP: <u>Indianapolis, IN 46204</u>	
PHONE: <u>317-327-4000</u>	
EMAIL: _____	
C. DESIGN FIRM/CONTRACTOR	
NAME: _____	
ADDRESS: _____	F. DPW INFORMATION
CITY, STATE, ZIP: _____	DPW PROJECT #: _____
PHONE: _____ FAX: _____	DPW PROJECT MGR.: _____
LIC #: <u>N/A</u> LIC#: <u>N/A</u>	DPW PROJECT MGR #: _____
BUSINESS INDIVIDUAL	
G. APPLICANT INFORMATION:	
<p>ALL PERMIT APPLICATIONS MUST BE SIGNED AND DATED. THE APPLICANT HEREBY AGREES TO HOLD HARMLESS, DEFEND AND TO INDEMNIFY THE DEPARTMENT OF CODE ENFORCEMENT AND THE CITY OF INDIANAPOLIS FROM AND/OR AGAINST ALL CLAIMS, ACTIONS, DAMAGES AND EXPENSES, INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES OR ANY ALLEGED INJURY AND /OR DEATH TO ANY PERSON OR DAMAGE TO ANY PROPERTY ARISING, OR ALLEGED TO HAVE ARISEN OUT OF ANY ACT OF COMMISSION OR OMISSION ON THE PART OF THE APPLICANT, HIS/HER HEIRS, SUCCESSORS, OR ASSIGNS REGARDLESS OF WHETHER SUCH ACTS ARE THE DIRECT OR INDIRECT RESULT OF THE STORMWATER/FLOODPLAIN DEVELOPMENT PERMIT.</p> <p>I CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM AND REQUIRED SITE PLAN IS COMPLETE AND ACCURATE AND AGREE TO PAY ALL REVIEW/PERMIT FEES. I FURTHER AFFIRM THAT I (IF CONTRACTOR, DESIGN FIRM OR AGENT) HAVE THE AUTHORITY OF THE PROPERTY OWNER TO SUBMIT THIS FORM.</p>	
DESIGN CONSULTANT	
PRINT NAME OF APPLICANT: _____	CONTRACTUAL RELATIONSHIP W/OWNER: _____
SIGNATURE OF APPLICANT: _____	
PHONE: _____	FAX: _____ DATE: _____