

Name of City, OK

Date

Mr./Ms. _____, Permit Applicant

Address

City, State, Zip

RE: Denial of Development Permit 1

Dear Mr./Ms. _____:

Your application for a permit to construct a residential structure at _____ is denied.

The structure, as proposed, is in violation of the Floodplain Ordinance adopted by the

_____ City Council on _____ for the following reason(s):

(date)

1. Your plans show a lowest floor elevation of _____ feet NGVD. The Base Flood Elevation (BFE) at that site is _____ feet NGVD. The Floodplain Ordinance requires that the lowest floor, including the basement, of all new structures be elevated to or above the BFE.

If you wish to pursue this development project, you have three options:

1.) You may redesign your building plans so it is in compliance with the Floodplain Ordinance and resubmit your permit application;

2.) If you feel I have made a mistake or misinterpreted the ordinance, you may appeal this decision to the Intuition Planning and Zoning Commission; or

3.) If you feel you have a unique situation and the ordinance places an unfair hardship on you, you may request a variance from the _____.

(Appeal Board)

Should you have any questions, please contact me.

Sincerely,

Name

Floodplain Administrator

Name of City, OK