

Adopted: April 21 2009

Town of Hancock ¹
INUNDATION HAZARD AREA REGULATIONS

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I. Statutory Authorization and Effect

In accordance with 10 V.S.A. Chapter 32, and V.S.A. Chapter 117 §4424, §4411 and §4414, there is hereby established a bylaw for areas at risk of flood damage in the Town of Hancock, Vermont.

II. Statement of Purpose

It is the purpose of this bylaw to:

- A. Implement the goals, policies, and recommendations in the current municipal plan;
- B. Avoid and minimize the loss of life and property, the disruption of commerce, the impairment of the tax base, and the extraordinary public expenditures and demands on public services that result from flooding;
- C. Ensure that the selection, design, creation, and use of development is reasonably safe and accomplished in a manner that is consistent with public wellbeing, does not impair flood plain services or the stream corridor,
- D. Manage the flood hazard area designated pursuant to 10 V.S.A. Chapter 32 § 753, the municipal hazard mitigation plan; and make the its citizens, and businesses eligible for federal flood insurance, federal Town of Hancock, disaster recovery funds, and hazard mitigation funds as may be available.

III. Other Provisions

A. Precedence of Bylaw

The provisions of these flood hazard bylaws shall not in any way impair or remove the necessity of compliance with any other local, state, or federal laws or regulations. Where this flood hazard regulation imposes a greater restriction the provisions here shall take precedence.

1
2 B. Validity and Severability
3

4 If any portion of this bylaw is held unconstitutional or invalid by a competent court, the
5 remainder of this bylaw shall not be affected.
6

7 C. Warning of Disclaimer of Liability
8

9 This bylaw does not imply that land outside of the areas covered by this bylaw will be free
10 from flood damages. This regulation shall not create liability on the part of the Town of
11 Hancock, or any municipal official or employee thereof, for any flood damages that result
12 from reliance on this regulation, or any administrative decision lawfully made hereunder.
13

14 **IV. Lands to Which these Regulations Apply**
15

16 A. Regulated Flood Hazard Areas
17

18 These regulations shall apply to the Special Flood Hazard Area in and on the most current
19 flood insurance studies and maps published by the Department of Homeland Security, Federal
20 Emergency Management Agency, National Flood Insurance Program, as provided by the
21 Secretary of the Agency of Natural Resources pursuant to 10 V.S.A. Chapter 32 § 753, which
22 are hereby adopted by reference and declared to be part of these regulations.
23

24 B. Base Flood Elevations and Floodway Limits in Special Flood Hazard Areas
25

26 Where available, base flood elevations and floodway limits provided by the National Flood
27 Insurance Program and in the Flood Insurance Study and accompanying maps shall be used to
28 administer and enforce these regulations. In Special Flood Hazard Areas where base flood
29 elevations and/or floodway limits *have not* been provided by the National Flood Insurance
30 Program in the Flood Insurance Study and accompanying maps, it is the applicant's
31 responsibility to develop the necessary data. Where available, the applicant shall use data
32 provided by FEMA, or State, or Federal agencies.
33

34 C. Interpretation
35

36 The information presented on any maps, or contained in any studies, adopted by reference, is
37 presumed accurate. If uncertainty exists with respect to the boundaries of the Special Flood
38 Hazard Area or the floodway, the location of the boundary shall be determined by the
39 Administrative Officer (AO). If the applicant disagrees with the determination made by the
40 AO, a Letter of Map Amendment from FEMA shall constitute proof.
41
42
43
44

V. Summary Table: Development Review in Hazard Areas

The hazard areas are not appropriate sites for new structures nor for development that increases the elevation of the base flood.

#	Activity	Hazard Zone	
		Special Flood Hazard Area	Floodway
	P Permitted C Conditional Use Review X Prohibited A Exempted		
1	New Structures	X	X
2	Storage	X	X
3	Improvements to Existing Structures	P, C	C
4	Small Accessory Structures	P	X
5	At Grade Parking	P	C
6	Replacement water supply or septic systems	C	C
8	Fill as needed to elevate existing structures	C	C
9	Fill	X	X
12	Grading	C	C
13	Road maintenance	A	A
14	Road improvements	C	C
15	Bridges and culverts	C	C
16	Channel management	C	C
17	Recreational vehicles	P	P
18	Open space, recreation	A	A
19	Forestry	A	A
20	Agriculture	A	A

VI. Development Review in Hazard Areas

A. Permit

A permit is required from the Administrative Officer for all development in all areas defined in Section IV. Development that requires conditional use approval, non-conforming use approval, or a variance from the Appropriate Municipal Panel (AMP) under these flood hazard regulations, must have such approvals prior to the issuance of a permit by the AO. Any development subject to municipal jurisdiction in the designated hazard areas shall meet the criteria in Section VI and VII. Any permit issued will require that all other necessary permits from State or Federal Agencies have been received before work may begin.²

1 B. Permitted Development

2
3 For the purposes of review under these regulations, the following development activities in
4 the Special Flood Hazard Area where outside of the Floodway, and meeting the Development
5 Standards in Section VII, require only an administrative permit from the AO:

- 6
7 1. Non-substantial improvements;
8 2. Accessory structures;
9 3. Building utilities;
10 4. At-grade parking for existing buildings; and,
11 5. Recreational vehicles.

12
13 C. Prohibited Development in Special Flood Hazard Area

- 14
15 1. New residential or non-residential structures (including the placement of manufactured
16 homes and critical facilities);
17 2. Storage or junk yards;
18 3. New fill except as necessary to elevate structures above the base flood elevation;
19 4. Accessory structures in the floodway; and,
20 5. All development not exempted, permitted, or conditionally permitted.

21
22 D. Conditional Use Review

23
24 Conditional use review and approval by the AMP, is required prior to the issuance of a permit
25 by the AO for proposed development within the following:

- 26
27 1. Substantial improvement, elevation, relocation, or flood proofing of existing
28 structures;
29 2. New or replacement storage tanks for existing structures;
30 3. Improvements to existing structures in the floodway;
31 4. Grading, excavation; or the creation of a pond;
32 5. Improvements to existing roads;
33 6. Bridges, culverts, channel management activities, or public projects which are
34 functionally dependent on stream access or stream crossing;
35 7. Public utilities;

36
37 E. Exempted Activities

38
39 The following are exempt from regulation under this bylaw:

- 40
41 1. The removal of a building or other structure in whole or in part;
42 2. Maintenance of existing roads and storm water drainage;
43 3. Silvicultural (forestry) activities conducted in accordance with the Vermont
44 Department of Forests and Parks Acceptable Management Practices; and,

1 4. Agricultural activities conducted in accordance with the Vermont Department of
2 Agriculture's Accepted Agricultural Practices (AAP). Prior to the construction of
3 farm structures the farmer must notify the AO in writing of the proposed activity. The
4 notice must contain a sketch of the proposed structure including setbacks.
5

6 F. Variances
7

8 Variances may be granted in writing by the AMP only in accordance with all the criteria in 24
9 V.S.A. § 4469, § 4424 (E), and 44 CFR Section 60.6³, after a public hearing noticed as
10 described in Section VIII.
11

12 Any variance issued in the Special Flood Hazard Area will not increase flood heights, and
13 will inform the applicant in writing over the signature of a community official that the
14 issuance of a variance to construct a structure below the base flood elevation increases risk to
15 life and property and will result in increased flood insurance premiums up to amounts as high
16 as \$25 for \$100 of coverage. Such notification shall be maintained with a record of all
17 variance actions.⁴ A copy of such a variance shall be affixed to the deed of the property on
18 file in the municipal clerk's office.
19

20
21 **VII. Development Standards** – The criteria below are the minimum standards for
22 development in the flood hazard areas. Where more than one zone or area is involved, the
23 most restrictive standard shall take precedence.
24

25 A. Special Flood Hazard Area
26

27 1. *All development* shall be:
28

- 29 a. Reasonably safe from flooding;
- 30 b. Designed, operated, maintained, modified, and adequately anchored to prevent
31 flotation, collapse, release, or lateral movement of the structure;
- 32 c. Constructed with materials resistant to flood damage;
- 33 d. Constructed by methods and practices that minimize flood damage;
- 34 e. Constructed with electrical, heating, ventilation, plumbing and air conditioning
35 equipment and other service facilities that are designed and/or located so as to
36 prevent water from entering or accumulating within the components during
37 conditions of flooding;
- 38 f. Adequately drained to reduce exposure to flood hazards;
- 39 g. Located so as to minimize conflict with changes in channel location over time and
40 the need to intervene with such changes; and,
- 41 h. Required to locate any fuel storage tanks (as needed to serve an existing building
42 in the Special Flood Hazard Zone) a minimum of one foot above the base flood
43 elevation and be securely anchored to prevent flotation; or storage tanks may be
44 placed underground, if securely anchored as certified by a qualified professional.
45

- 1 2. In Zones AE, AH, and A1 – A30 *where base flood elevations and/or floodway limits have*
2 *not been determined*, development shall not be permitted unless it is demonstrated that the
3 cumulative effect of the proposed development, when combined with all other existing
4 and anticipated encroachment, will not increase the base flood elevation more than 1.00
5 foot ⁵ at any point within the community. The demonstration must be supported by
6 technical data that conforms to standard hydraulic engineering principles and certified by
7 a registered professional engineer.
8
- 9 3. *Structures to be substantially improved* in Zones A, A1-30, AE, and AH shall be located
10 such that the lowest floor is at least one foot ⁶ above base flood elevation, this must be
11 documented, in as-built condition, with a FEMA Elevation Certificate;
12
- 13 4. *New subdivision developments*, planned unit developments, or manufactured home parks
14 of more than 5 acres or 50 lots, whichever is less, shall:
15
- 16 a. Include base flood elevation data; ⁷
 - 17 b. Minimize flood damage within the flood-prone area;
 - 18 c. Provide adequate drainage to reduce exposure to flood hazards; and
 - 19 d. Locate and construct utilities and facilities, such as sewer, gas, electrical, and
20 water systems, so as to minimize or eliminate flood damage.
- 21
- 22 5. *Manufactured homes to be replaced or substantially improved* that are:
23
- 24 a. Located in a new manufactured home park or subdivision, outside of a
25 manufactured home park or subdivision, in an expansion to an existing
26 manufactured home park or subdivision, or in a manufactured home park or
27 subdivision which has incurred substantial damage from a flood shall be elevated
28 on a permanent foundation such that the lowest floor of the manufactured home is
29 elevated to at least one foot ⁸ above the base flood elevation and be securely
30 anchored to an adequately anchored foundation system to resist flotation, collapse,
31 and lateral movement during the occurrence of the base flood.
 - 32 b. Located in an existing manufactured home park (created before the FIRM), where
33 elevating a replacement home to or above base flood elevation is *not possible*, the
34 lowest floor shall be supported by reinforced piers or other foundation elements of
35 at least equivalent strength that are no less than 48 inches ⁹ in height above grade
36 and be securely anchored to resist flotation, collapse, and lateral movement.
37
- 38 5. *Non-residential structures to be substantially improved* shall:
39
- 40 a. Meet the standards in VII A 3, or as an alternative to VII A 3, such structures may:
 - 41 b. Have the lowest floor, including basement, together with attendant utility and
42 sanitary facilities be designed so that two feet ¹⁰ above the base flood elevation the
43 structure is watertight with walls substantially impermeable to the passage of
44 water and with structural components having the capability of resisting hydrostatic
45 and hydrodynamic loads and effects of buoyancy; A permit for flood proofing

1 shall not be issued until a registered professional engineer or architect has
2 reviewed the structural design, specifications and plans, and has certified that the
3 design and proposed methods of construction are in accordance with accepted
4 standards of practice for meeting the provisions of this subsection.
5

6 7. *Fully enclosed areas below the lowest floor*, in buildings being substantially improved,
7 shall:

- 8 a. Be solely used for parking of vehicles, storage, or building access, and such a
9 condition shall clearly be stated on any permits; and,
- 10 b. Be designed to automatically equalize hydrostatic flood forces on exterior walls by
11 allowing for the entry and exit of floodwaters. Such designs must be certified by a
12 registered professional engineer or architect, or meet or exceed the following
13 minimum criteria: A minimum of two openings on two walls having a total net
14 area of not less than one square inch for every square foot of enclosed area subject
15 to flooding shall be provided. The bottom of all openings shall be no higher than
16 one foot above grade. Openings may be equipped with screens, louvers, valves, or
17 other coverings or devices provided that they permit the automatic entry and exit
18 of floodwaters.
19

20 8. *Recreational vehicles* on sites within special flood hazard areas shall be:

- 21 a. On the site for fewer than 180 consecutive days and be fully licensed and ready for
22 highway use;¹¹ or
- 23 b. Permitted in accordance with the elevation and anchoring requirements for
24 "manufactured homes" in Section VII A 5.
25

26
27 9 A *small accessory* structure of 500 square feet or less¹² that represents a minimal
28 investment need not be elevated to the base flood elevation in this area, provided the
29 structure:
30

- 31 a. Shall be used only for parking or storage of non-hazardous material;
- 32 b. Shall be designed to have low flood damage potential;
- 33 c. Shall be constructed and placed on the building site so as to offer the minimum
34 resistance to the flow of floodwaters;
- 35 d. Shall provide a minimum of two openings having a total net area of not less than
36 one square inch for every square foot of enclosed area subject to flooding shall be
37 provided. The bottom of all openings shall be no higher than one foot above
38 grade. Openings may be equipped with screens, louvers, valves, or other
39 coverings or devices provided that they permit the automatic entry and exit of
40 floodwaters;
- 41 e. Shall be firmly anchored to prevent flotation; and,
- 42 f. Shall have service facilities such as electrical and heating equipment, elevated or
43 flood proofed to at least one foot above base flood elevation.
44

- 1 10. *Replacement water supply systems* shall be designed to minimize or eliminate infiltration
2 of flood waters into the systems. ¹³
3
- 4 11. *Replacement sanitary sewage systems* shall be designed to minimize or eliminate
5 infiltration of flood waters into the systems and discharges from the systems into flood
6 waters.
7
- 8 12. *Replacement on-site waste disposal systems* shall be located to avoid impairment to them
9 or contamination from them during flooding.
10
- 11 13. *The flood carrying and sediment transport capacity* ¹⁴ within the altered or relocated
12 portion of any watercourse shall be maintained, and any alteration or relocation shall not
13 result in any decrease of stream stability;
14
- 15 14. *Bridges and culverts*, which by their nature must be placed in or over the stream, must
16 have a stream alteration permit from the Agency of Natural Resources.
17
- 18 15. *Existing buildings to be substantially improved in Zone AO* shall have the lowest floor,
19 including basement, elevated above the highest adjacent grade, at least as high as the
20 depth number specified on the community's FIRM, or at least two feet if no depth number
21 is specified. ¹⁵
22
- 23 16. Structures to be substantially improved *must be accessible by dry land* access outside the
24 special flood hazard area.
25

26
27 B. Floodway Areas ¹⁶
28

- 29 1. Encroachments or development above grade and below the elevation of the floodway are
30 prohibited unless hydrologic and hydraulic analyses are performed in accordance with
31 standard engineering practice, by a registered professional engineer, certifying that the
32 proposed development will:
33
 - 34 a) Not result in any increase in flood levels (0.00 feet) during the occurrence of the base
35 flood;
 - 36 b) Not increase any risk to surrounding properties, facilities, or structures from erosion or
37 flooding.
38
- 39 2. Public utilities may be placed underground, and the analyses may be waived, where a
40 registered professional engineer certifies that there will be no change in grade and the
41 utilities will be adequately protected from scour.
42
43
44
45

1 **VIII. Administration**

2
3 **A. Administrative Officer and Board of Adjustment**

4
5 There is hereby established and Administrative Officer (AO) and a Board of Adjustment to be
6 appointed by the Selectboard as specified under 24 VSA §4448 and §4460.
7

8 **B. Application Submission Requirements**

9
10 **i. Applications for development shall include:**

- 11
12 a. The name and contact information for the owner of the property, including any
13 agents authorized to act on their behalf;
- 14 b. A thorough description of the proposed development;
- 15 c. General location map including the address of the property, tax parcel ID, relative
16 locations of the existing development and the nearest public road;
- 17 d. Where applicable, a site plan that depicts the proposed development, all water
18 bodies, Special Flood Hazard Areas, floodways, any existing and proposed
19 drainage, any proposed fill, and pre and post development grades, and the
20 elevation of the proposed lowest floor, as referenced to the same vertical datum as
21 the elevation on the current Flood Insurance Rate Maps;
- 22 e. A Vermont Agency of Natural Resources Project Review Sheet for the proposal.
23 The Project Review Sheet shall identify all State and Federal agencies from which
24 permit approval is required for the proposal, and shall be filed as a required
25 attachment to the municipal permit application. The identified permits, or letters
26 indicating that such permits are not required, shall be submitted to the AO and
27 attached to the permit before work can begin;¹⁷
- 28 f. If this is an appeal for a variance, then the appeal application must include
29 responses to the criteria set forth in 24 VSA §4469, §4424 (E), and CFR 60.6
- 30 g. 4 copies¹⁸ of the application, including one to be forwarded to the State National
31 Flood Insurance Program Coordinator at the Vermont Agency of Natural
32 Resources, Department of Environmental Conservation, River Management
33 Program; and,
- 34 h. The appropriate fee as determined by the Selectboard.

35
36 **2. For applicants seeking conditional use approval, approval under nonconforming structures
37 and uses, or a variance, the following also need to be provided:**

- 38
39 a. A list of abutters names and mailing addresses;
- 40 b. A statement of purpose and need for the proposed development;
- 41 c. A description of the alternatives considered to the proposed development,
42 including alternate locations on site, especially outside of the hazard area;
- 43 d. Such pertinent information as identified in the regulations or deemed necessary by
44 the Board for determining the suitability of the proposed development for the site;

- 1 e. Copies of the application sufficient for the file, the Board members, the State
2 National Flood Insurance Program Coordinator, and additional parties such as the
3 VT DEC Stream Alteration Engineer and adjacent communities if affected under
4 Section IX A.; and,
- 5 f. Any additional fees as required by the Selectboard.

6
7 C. Referrals
8

- 9 1. Upon receipt of a complete application for a substantial improvement or new construction
10 the AO shall submit a copy of the application and supporting information to the State
11 National Flood Insurance Program (NFIP) Coordinator at the Vermont Agency of Natural
12 Resources, in accordance with 24 V.S.A. § 4424¹⁹. A permit may be issued only
13 following receipt of comments from the Agency, or the expiration of 30 days from the
14 date the application was mailed to the Agency, whichever is sooner.²⁰
15
- 16 2. If the applicant is seeking a permit for the alteration or relocation of a watercourse,
17 copies of the application shall also be submitted to the adjacent communities, the Stream
18 Alteration Engineer at the Vermont Agency of Natural Resources, and the Army Corps of
19 Engineers. Copies of such notice shall be provided to the State National Flood Insurance
20 Program (NFIP) Coordinator at the Vermont Agency of Natural Resources, Department of
21 Environmental Conservation. A permit may be issued only following receipt of
22 comments from the Vermont Agency of Natural Resources, or the expiration of 30 days
23 from the date the application was mailed to the Vermont Agency of Natural Resources,
24 whichever is sooner.
25

26 D. Public Notice
27

- 28 1. Prior to the issuance of a permit, proposals needing conditional use review,
29 nonconforming structures and uses review, or approval for a variance, must have a
30 warned public hearing. A copy of the application shall be submitted to VT ANR at
31 least 30 days prior to the date of the public hearing. Public notice of the hearing shall
32 be provided at least 15 days notice before the date of the hearing by all the following:
33
 - 34 a. Publication of the date, place, and purpose of the hearing in the newspaper.
 - 35 b. Posting of the same information in three or more public places within the
36 municipality including posting within view from the public right-of-way nearest to
37 the property for which an application is made; and,
 - 38 c. Written notification to the applicant and to owners of all properties adjoining the
39 property subject to development, without regard to any public right-of-way, as
40 well as to all interested persons (see Section XI). The notification shall include a
41 description of the proposed project and shall be accompanied by information that
42 clearly informs the recipient where additional information may be obtained, and
43 that participation in the local proceeding is a prerequisite to the right to take any
44 subsequent appeal.

- 1 d. For hearings on subdivision plats located within 500 feet of a municipal boundary,
2 written notification to the clerk of the adjoining municipality.
3
- 4 2. Public notice of all other types of development review hearings, including site plan
5 review shall be given not less than seven (7) days prior to the date of the public
6 hearing, and shall at minimum include the following:
7
 - 8 a. Posting of the date, place and purpose of the hearing in three (3) or more public
9 places within the municipality; and
 - 10
 - 11 b. Written notification to the applicant and to owners of all properties adjoining the
12 property subject to development, without regard to public rights-of-way, which
13 includes a description of the proposed project, information that clearly informs the
14 recipient where additional information may be obtained, and that participation in
15 the local proceeding, is a prerequisite to the right to take any subsequent appeal.
16
- 17 3. The applicant shall bear the cost of the public warning and notification of adjoining
18 landowners.²¹
19
- 20 4. No defect in the form or substance of any required public notice under this section
21 shall invalidate the action of the Board where reasonable efforts have been made to
22 provide adequate posting and notice. However, the action shall be invalid when the
23 defective posting or notice was materially misleading in content. If an action is ruled
24 to be invalid by the Board of Adjustment/Development Review Board or the
25 Environmental Court, the action shall be remanded to the Board to provide new
26 posting and notice, hold a new hearing, and take a new action.
27

28 E. Decisions

- 29
- 30 1. The Administrative Officer shall act within 30 days to approve or deny the
31 application, or refer the application to the Board. Applications that cannot be
32 approved in compliance with this bylaw shall be denied. The decision shall be issued
33 in writing and include a statement of the factual bases on which the conclusions were
34 made. Decisions of the administrative officer can be appealed as below. If the AO
35 fails to act within the 30-day period, a permit shall be deemed issued on the 31st day.
36
- 37 2. The Board shall consider comments from the NFIP Coordinator at ANR. The Board
38 may recess the proceedings on any application pending submission of additional
39 information. The Board should close the hearing promptly after all parties have
40 submitted the requested information, adjourn the hearing, and may deliberate prior to
41 issuing its decision.
42
- 43 3. Decisions by the Board shall include a statement of the factual basis on which the
44 Board has made its conclusions regarding how the proposed development will meet
45 the development standards, and a statement of the conclusions. In rendering a

1 decision in favor of the applicant, the Board may attach additional reasonable
2 conditions and safeguards as it deems necessary to implement the purposes of this
3 bylaw and the municipal plan then in effect. Board decisions shall be conditioned to
4 assure that all necessary permits must be also received from those government
5 agencies from which approval is required by Federal, State or Municipal law for the
6 approval to be valid. The Board may provide for the conditioning of permit issuance
7 on the submission of a bond, escrow account, or other surety in a form acceptable to
8 the legislative body of the municipality to assure one or more of the following: the
9 completion of the project, adequate stabilization, or protection of public facilities that
10 may be affected by a project.

- 11
- 12 4. Decisions of the Board shall be issued in writing within 45 days after the adjournment
13 of the final hearing. All decisions shall be sent by certified mail to the applicant, and
14 the appellant in matters on appeal. Copies of the decision shall also be mailed to every
15 person or body appearing and having been heard at the hearing. The decision will
16 include a notice that an Interested Person may appeal the decision within 15 days.

17

18 F. Records

- 19
- 20 1. Within three days following the issuance of a permit, the Administrative Officer shall:
- 21
- 22 a. Deliver a copy of the permit to the Listers of the municipality; and
- 23 b. Post a copy of the permit in at least one public place in the municipality until the
24 expiration of 15 days from the date of issuance of the permit.
- 25
- 26 2. Within 30 days after a municipal land use permit has been issued or within 30 days of
27 the issuance of any notice of violation, the Administrative Officer shall:
- 28
- 29 a. Deliver the original or a legible copy of the permit, or notice of permit, and any
30 approvals to the municipal clerk for recording in the land records as provided in 24
31 VSA, § 1154(a), and § 4449;
- 32 b. File a copy of the permit and any approvals in the municipal office in a location
33 where all municipal land use permits shall be kept; and,
- 34 c. The Administrative Officer may charge the applicant for the cost of the recording
35 fees as required by law.
- 36
- 37 3. The Administrative Officer shall properly file and maintain a record of: ²²
- 38 a. All permits issued in areas covered by this bylaw;
- 39 b. Elevation Certificates with the as-built elevation (consistent with the datum of the
40 elevation on the current Flood Insurance Rate Maps for the community) of the
41 lowest floor, including basement, of all new or substantially improved buildings
42 (not including accessory buildings) in the Special Flood Hazard Area
- 43 c. All flood proofing and other certifications required under this regulation; and,
- 44 d. All decisions of the Board (including variances and violations) and all supporting
45 findings of fact, conclusions and conditions.

1 G. Permit Validity
2

3 Each permit issued shall:

- 4 1. Contain a statement of the period of time within which an appeal may be taken
- 5 2. Require posting of a notice of permit on a form prescribed by the municipality within
6 view from the public right-of-way most nearly adjacent to the subject property until
7 the time for appeal in has passed.
- 8 3. Not shall take effect until 15 days after issuance, or in the event that a notice of appeal
9 a decision by the Administrative Officer is properly filed, no such permit shall take
10 effect until adjudication of that appeal by the Board is complete and the time for
11 taking an appeal to the environmental court has passed without an appeal being taken.
12 If an appeal is taken to the environmental court, the permit shall not take effect until
13 adjudication by the environmental court; and,
- 14 4. Be valid for a period of two years.

15
16 H. Appeals
17

18 An interested person as defined in Section XI may appeal any decision or act taken by the
19 Administrative Officer by filing a notice of appeal with the secretary of the Board, or with the
20 municipal clerk if no such secretary has been elected. This notice of appeal must be filed
21 within 15 days of the date of that decision or act, and a copy of the notice of appeal shall also
22 be filed with the Administrative Officer.
23

24 A notice of appeal shall be in writing and shall include the name and address of the appellant,
25 a brief description of the property with respect to which the appeal is taken, a reference to the
26 regulatory provisions applicable to that appeal, the relief requested by the appellant, and the
27 alleged grounds why the requested relief is believed proper under the circumstances.
28

29 The Board shall set a date and place for a public hearing of an appeal under this chapter that
30 shall be within 60 days of the filing of the notice of appeal. The Board shall give public
31 notice of the hearing as specified for conditional approval. Any person or body empowered to
32 take an appeal with respect to the property at issue may appear and be heard in person or be
33 represented by an agent or attorney at the hearing. Any hearing held under this section may
34 be adjourned by the Board from time to time; provided, however, that the date and place of
35 the adjourned hearing shall be announced at the hearing. All hearings under this section shall
36 be open to the public and the rules of evidence applicable at these hearings shall be the same
37 as the rules of evidence applicable in contested cases in hearings before administrative
38 agencies as set forth in 3 V.S.A. § 810.
39

40 Decisions of the Board may be appealed under §4469 in request for a Variance. Within 30
41 days of a decision by the Board, under §4471 an Interested Person who has participated in the
42 municipal regulatory proceeding may appeal to the Vermont Environmental Court.
43
44

1 **IX Certificate of Occupancy**²³

2
3 In accordance with Chapter 117 §4449, it shall be unlawful to use or occupy, or permit the use
4 or occupancy of any land or structure, or part thereof, created, erected, changed, converted, or
5 wholly or partly altered or enlarged in its use or structure within Special Flood Hazard Area
6 until a certificate of occupancy is issued therefore by the Administrative Officer, stating that
7 the proposed use of the structure or land conforms to the requirements of these bylaws. A
8 certificate of occupancy is not required for structures that were built in compliance with the
9 bylaws at the time of construction and have not been improved since the adoption of this
10 bylaw. Within 14 days of the receipt of the application for a certificate of occupancy, the AO
11 shall inspect the premises to ensure that all permits identified on the Project Review Sheet
12 have been acquired and all that all work has been completed in conformance with the zoning
13 permit and associated approvals. If the AO fails to grant or deny the certificate of occupancy
14 within 14 days of the submission of the application, the certificate shall be deemed issued on
15 the 15th day.
16
17

18 **X. Enforcement and Penalties**

19
20 It shall be the duty of the Administrative Officer to enforce the provisions of this bylaw.
21 Upon determination that a violation exists, the Administrative Officer shall notify the alleged
22 offender of the violation by certified mail.
23

24 A. The notice of enforcement shall state that:

- 25
26 1. A violation exists;
27 2. That the alleged offender has an opportunity to cure the violation within seven days of
28 receipt;
29 3. That failure to cure the violation may result in fines and/or loss of flood insurance;
30 4. That the alleged offender will not be entitled to an additional warning notice for a
31 violation occurring after the seven days within the next succeeding 12 months; and,
32 5. That the notice of violation may be appealed as specified under VI.G;
33

34 B. Copies of the notice of violation will be:

- 35
36 1. Mailed to the Vermont NFIP Coordinator and, within 30 days be
37 2. Filed in the land use permit files; and,
38 3. Delivered to the municipal clerk for recording in the land records.
39

40 C. After seven days, if the violation has not been remedied, in accordance with 10 VSA §
41 1974a, § 4451, and § 4452, any person who is found to have violated this bylaw shall be fined
42 by the court not more than \$100.00 for each offense. No action may be brought under this
43 section unless such notice as required in has been given as described above in this part. In
44 default of payment of the fine, the violator shall pay double the amount of the fine. Each day
45 that a violation is continued shall constitute a separate offense.

1
2 D. If any appeals have been resolved, but the violation remains, the AO shall submit a
3 declaration to the Administrator of the National Flood Insurance Program requesting a denial
4 of flood insurance to the violator. The declaration shall consist of: (a) the name of the
5 property owner and address or legal description of the property sufficient to confirm its
6 identity or location, (b) a clear and unequivocal declaration that the property is in violation of
7 a cited State or local law, regulation, or ordinance, (c) a clear statement that the
8 Administrative Officer making the declaration has authority to do so and a citation to that
9 authority, (d) evidence that the property owner has been provided notice of the violation and
10 the prospective denial of insurance, and (e) a clear statement that the declaration is being
11 submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.
12

13 E. Violations of the Accepted Agricultural Practices shall be enforced under this Section as
14 violations of this bylaw. Such violations shall also be immediately reported to the Secretary of
15 Agriculture for enforcement under 6 V.S.A. Section 4812.
16

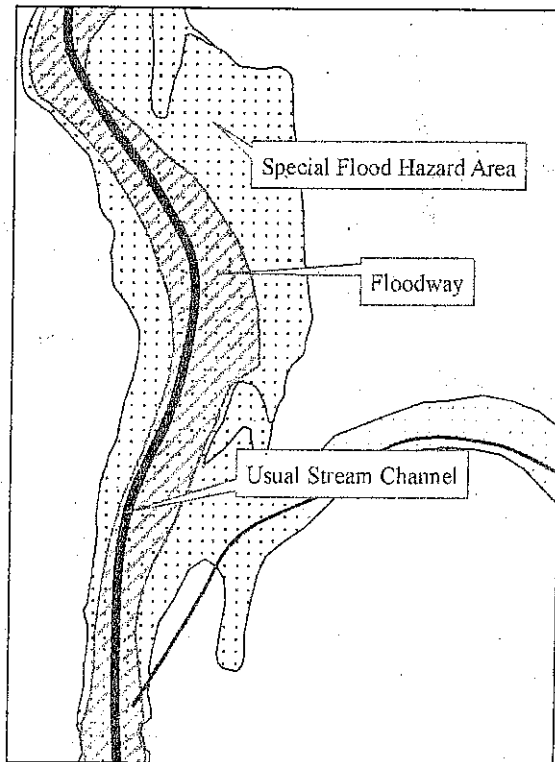
17
18 **XI. Definitions**

19
20 **“Accessory Structure”** means a structure which is: 1) detached from and clearly incidental
21 and subordinate to the principal use of or structure on a lot, 2) located on the same lot as the
22 principal structure or use, and 3) clearly and
23 customarily related to the principal structure or
24 use. For residential uses these include, but may
25 not be limited to garages, garden and tool sheds,
26 and playhouses.
27
28

29
30
31
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34
35 **“Appropriate Municipal Panel” (AMP)** means
36 a planning commission performing
37 development review, a board of adjustment, a
38 development review board, or a legislative body
39 performing development review.
40
41
42
43

44
45
46
47 **“Area of Special Flood Hazard”** is
48 synonymous in meaning with the phrase
49 “special flood hazard area” for the purposes of
50 these regulations.
51
52
53

54
55
56
57 **“Base Flood”** means the flood having a one
58 percent chance of being equaled or exceeded in
59 any given year (commonly referred to as the
60 “100-year flood”).
61
62
63
64
65



1 **“Base Flood Elevation” (BFE)** is the elevation of the water surface elevation resulting from
2 a flood that has a 1 percent chance of equaling or exceeding that level in any given year. On
3 the Flood Insurance Rate Map the elevation is usually in feet, in relation to the National
4 Geodetic Vertical Datum of 1929, the North American Vertical Datum of 1988, or other
5 datum referenced in the Flood Insurance Study report, or the average depth of the base flood,
6 usually in feet, above the ground surface.

7
8 **“Basement”** means any area of the building having its floor elevation below ground level on
9 all sides.

10
11 **“BFE”** see Base Flood Elevation

12
13 **“Common plan of development”** is where a structure will be refurbished over a period of
14 time. Such work might be planned unit by unit.

15
16 **“Critical facilities”** - include police stations, fire and rescue facilities, hospitals, shelters,
17 schools, nursing homes, water supply and waste treatment facilities, and other structures the
18 community identifies as essential to the health and welfare of the population and that are
19 especially important following a disaster. For example, the type and location of a business
20 may raise its status to a Critical Facility, such as a grocery or gas station that survive a flood
21 and now are the only sources for food and gas.

22
23 **“Development”** means any human-made change to improved or unimproved real estate,
24 including but not limited to buildings or other structures, mining, dredging, filling, grading,
25 paving, excavation or drilling operations, or storage of equipment or materials.

26
27 **“Existing manufactured home park or subdivision”** means a manufactured home park or
28 subdivision for which the construction of facilities for servicing the lots on which the
29 manufactured homes are to be affixed (including, at a minimum, the installation of utilities,
30 the construction of streets, and either final site grading or the pouring of concrete pads) is
31 *completed before the effective date of the initial floodplain management regulations* adopted
32 by a community.

33
34 **“Expansion to an existing manufactured home park or subdivision”** means the preparation
35 of additional sites by the construction of facilities for servicing the lots on which the
36 manufacturing homes are to be affixed (including the installation of utilities, the construction
37 of streets, and either final site grading or the pouring of concrete pads).

38
39 **“Fill”** means any placed material that changes the natural grade, increases the elevation, or
40 diminishes the flood storage capacity at the site.

41
42 **“FIRM”** see Flood Insurance Rate Map

1 **“Flood”** means (a) a general and temporary condition of partial or complete inundation of
2 normally dry land areas from: the overflow of inland or tidal waters; the unusual and rapid
3 accumulation or runoff of surface waters from any source; and mudslides which are
4 proximately caused by flooding and are akin to a river of liquid and flowing mud on the
5 surfaces of normally dry land areas, as when earth is carried by a current of water and
6 deposited along the path of the current. (b) The collapse or subsidence of land along the shore
7 of a lake or other body of water as a result of erosion or undermining caused by waves or
8 currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually
9 high water level in a natural body of water, accompanied by a severe storm, or by an
10 unanticipated force of nature, such as flash flood or abnormal tidal surge, or by some similarly
11 unusual and unforeseeable event which results in flooding.

12
13 **“Flood Insurance Rate Map” (FIRM)** means an official map of a community, on which the
14 Federal Insurance Administrator has delineated both the special flood hazard areas and the
15 risk premium zones applicable to the community. In some communities the hazard
16 boundaries are available in paper, pdf, or Geographic Information System formats as a Digital
17 Flood Insurance Rate Map (DFIRM).

18
19 **“Flood Insurance Study”** means an examination, evaluation and determination of flood
20 hazards and, if appropriate, the corresponding water surface elevations or an examination,
21 evaluation and determination of mudslide (i.e., mudflow) and /or flood related erosion
22 hazards.

23
24 **“Floodplain or flood-prone area”** means any land area susceptible to being inundated by
25 water from any source (see definition of “flood”).

26
27 **“Flood proofing”** means any combination of structural and non-structural additions, changes,
28 or adjustments to structures which reduce or eliminate flood damage to real estate or
29 improved real property, water and sanitary facilities, structures and their contents.

30
31 **“Floodway”** means the channel of a river or other watercourse and the adjacent land areas
32 that must be reserved in order to discharge the base flood without cumulatively increasing the
33 water surface elevation more than one foot at any point. Please note that Special Flood
34 Hazard Areas and floodways may be shown on a separate map panels.

35
36 **“Floodway, Regulatory in Town/City/Village of _____”** means the channel of a river or
37 other watercourse and the adjacent land areas that must be reserved in order to discharge the
38 base flood without cumulatively increasing the water surface elevation more than one foot at
39 any point.²⁴

40
41 **“Functionally dependent use”** means a use which cannot perform its intended purpose
42 unless it is located or carried out in close proximity to water.

1 **“Historic structure”** means any structure that is: (a) listed individually in the National
2 Register of Historic Places (a listing maintained by the Department of the Interior) or
3 preliminarily determined by the Secretary of the Interior as meeting the requirements for
4 individual listing on the National Register; (b) certified or preliminarily determined by the
5 Secretary of the Interior as contributing to the historical significance of a registered historic
6 district or a district preliminarily determined by the Secretary to qualify as a registered
7 historic district; (c) individually listed on a state inventory of historic places in states with
8 historic preservation programs which have been approved by the Secretary of the Interior; or
9 (d) individually listed on a local inventory of historic places in communities with historic
10 preservation programs that have been certified either: (i) by an approved state program as
11 determined by the Secretary of the Interior or (ii) directly by the Secretary of the Interior in
12 states without approved programs.

13
14 **“Letter of Map Amendment (LOMA)”** is a letter issued by the Federal Emergency
15 Management Agency officially removing a structure or lot from the flood hazard zone based
16 on information provided by a certified engineer or surveyor. This is used where structures or
17 lots are located above the base flood elevation and have been inadvertently included in the
18 mapped special flood hazard area.

19
20 **“Lowest floor”** means the lowest floor of the lowest enclosed area, including basement,
21 except an unfinished or flood resistant enclosure, usable solely for parking of vehicles,
22 building access or storage in an area other than a basement area is not considered a building’s
23 lowest floor provided that such enclosure is not built so as to render the structure in violation
24 of the applicable non-elevation design requirements of 44 CFR 60.3.

25
26 **“Manufactured home (or Mobile home)”** means a structure, transportable in one or more
27 sections, which is built on a permanent chassis and is designed for use with or without a
28 permanent foundation when attached to the required utilities. The term “manufactured home”
29 does not include a “recreational vehicle”.

30
31 **“Manufactured home park or subdivision”** means a parcel (or contiguous parcels) of land
32 divided into two or more manufactured home lots for rent or sale.

33
34 **“New construction”** for regulation under this bylaw, means structures for which the *start of*
35 *construction* commenced on or after the effective date of the floodplain management
36 regulation adopted by the community and includes any subsequent improvements to such
37 structures.

38
39 **“New manufactured home park or subdivision”** means a manufactured home park or
40 subdivision for which the construction of facilities for servicing the lots on which the
41 manufactured homes are to be affixed (including at a minimum, the installation of utilities, the
42 construction of streets, and either final site grading or the pouring of concrete pads) is
43 *completed on or after the effective date of the floodplain management regulations* adopted by
44 a community.

1 **“Non-residential”** includes, but is not limited to: small business concerns, churches, schools,
2 nursing homes, farm buildings (including grain bins and silos), pool houses, clubhouses,
3 recreational buildings, government buildings, mercantile structures, agricultural and industrial
4 structures, and warehouses.

5
6 **“Recreational vehicle”** means a vehicle which is: (a) Built on a single chassis; (b) 400 square
7 feet or less when measured at the largest horizontal projection; (c) Designed to be self-
8 propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use
9 as a permanent dwelling but as a temporary living quarters for recreational, camping, travel,
10 or seasonal use.

11
12 **“Special Flood Hazard Area”** is the floodplain within a community subject to a 1 percent or
13 greater chance of flooding in any given year. For purposes of these regulations, the term
14 “area of special flood hazard” is synonymous in meaning with the phrase “special flood
15 hazard area”. This area is usually labeled Zone A, AO, AH, AE, or A1-30 in the most current
16 flood insurance studies and on the maps published by the Federal Emergency Management
17 Agency. Maps of this area are available for viewing in the municipal office or online from the
18 FEMA Map Service Center: msc.fema.gov Base flood elevations have not been determined
19 in Zone A where the flood risk has been mapped by approximate methods. Base flood
20 elevations are shown at selected intervals on maps of Special Flood Hazard Areas that are
21 determined by detailed methods. Please note, where floodways have been determined they
22 may be shown on separate map panels from the Flood Insurance Rate Maps.

23
24 **“Start of construction”** for purposes of floodplain management, determines the effective map
25 or bylaw that regulated development in the Special Flood Hazard Area. The “start of
26 construction” includes substantial improvement, and means the date the building permit was
27 issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition
28 placement, or other improvement was within 180 days of the permit date. The actual start
29 means either the first placement of permanent construction of a structure on a site, such as the
30 pouring of slab or footings, the installation of piles, the construction of columns, or any work
31 beyond the stage of excavation; or the placement of a manufactured home on a foundation.
32 Permanent construction does not include land preparation, such as clearing, grading and
33 filling; nor does it include the installation of streets and/or walkways; nor does it include
34 excavation for a basement, footing, piers, or foundations or the erection of temporary forms;
35 nor does it include the installation on the property of accessory buildings, such as garages or
36 sheds not occupied as dwelling units or not part of the main structure. For a substantial
37 improvement, the actual start of construction means the first alteration of any wall, ceiling,
38 floor, or other structural part of a building, regardless whether that alteration affects the
39 external dimensions of the building.

40
41 **“Structure”** means, for regulatory purposes under this bylaw, a walled and roofed building, as
42 well as a manufactured home, and any related built systems, including gas or liquid storage
43 tanks.

1 **“Substantial damage”** means damage of any origin sustained by a structure whereby the cost
2 of restoring the structure to its before-damaged conditions would equal or exceed 50 percent
3 of the market value of the structure before the damage occurred.

4
5 **“Substantial improvement”** means any reconstruction, rehabilitation, addition, or other
6 improvement of a structure after the date of adoption of this bylaw, the cost of which, over
7 three years, or over a the period of a common plan of development,²⁵ cumulatively equals or
8 exceeds 50 percent of the market value of the structure before the “start of construction” of
9 the improvement. This term includes structures which have incurred “substantial damage”,
10 regardless of the actual repair work performed. The term does not, however, include either:
11 (a) Any project for improvement of a structure to correct existing violations of state or local
12 health, sanitary, or safety code specification which have been identified by the local code
13 enforcement official and which are the minimum necessary to assure safe living conditions or
14 (b) Any alteration of a “historic structure”, provided that the alteration will not preclude the
15 structure’s continued designation as a “historic structure”.

16
17 **“Violation”** means the failure of a structure or other development to be fully compliant with
18 this bylaw. A structure or other development without the elevation certificate, other
19 certifications, or other evidence of compliance required in 44 CFR 60.3 is presumed to be in
20 violation until such time as that documentation is provided.

21
22 **“Walkout-on-grade basement”** means a basement whose floor is at ground level on at least
23 one side of the house, usually with a door on that side. This is considered the lowest floor as
24 defined by these regulations.
25

1
Endnotes

¹ Please search for and replace “Town/City/Village of _____” with the name of your municipality in all locations in this document.

² To participate in the National Flood Insurance Program (NFIP), the Code of Federal Regulations requires that communities assure that all other permits have been secured. 44 CFR 60.3 (a) (2)

³ Required for NFIP, 44 CFR Section 60.6

⁴ Required for NFIP, 44 CFR Section 60.6 (a) (5)

⁵ The “one foot” standard here should be the same as the standard that the community adopts in the definition of “Floodway, Regulatory in Town/City/Village of _____”.

⁶ Where base flood elevations are available, structures are required to be at or above the base flood elevation, 44 CFR 60.3 (c)(2)(3). Flood insurance rates are substantially reduced for structures one foot or more above base flood elevation. Over time the elevation of the base flood may increase as the stream changes position, as the floodplain is encroached upon, as development increases in the watershed, and as the climate changes. VT DEC strongly recommends that existing structures in all flood hazard areas be at least one foot above the base flood elevation.

⁷ Required for NFIP, 44 CFR 60.3 (a)(4)

⁸ See endnote 20 on elevation.

⁹ The NFIP requires 36 inches of elevation or more, 44 CFR 60.3 (c) -12 (ii). This standard addresses situations where improved or replaced manufactured homes on sites in existing (pre-FIRM) manufactured home parks in the hazard area can not be elevated above the base flood elevation. VT DEC recommends elevating such structures at least 48 inches. Such elevation would only protect the structure from floods smaller and more frequent than the base flood.

¹⁰ Flood proofing to two feet above BFE secures the same protection recognized by insurance ratings as elevating to one foot above BFE.

http://www.fema.gov/plan/prevent/floodplain/nfipkeywords/floodproofing_certificate.shtm

¹¹ The NFIP requires 180 days or less, 44 CFR 60.3 (c)(14)

¹² The community can define a low cost structure by setting a limit such as 500 ft² or less. The community can also choose to not allow such accessory structures. Flood insurance is not available for such structures.

¹³ The NFIP requires the standards in VII A 10, 11, and 12, 44 CFR 60.3 (a) (5)(6). Under Vermont state law, permits for such activity are handled by VT DEC and are not subject to local control unless the community has been delegated authority. The NFIP requirements are met through the state permit process. If there are additional requirements regarding development (in general) in the hazard zone then any application for development must meet those standards during local review.

¹⁴ The NFIP requires that any altered watercourse maintain its capacity to carry floodwaters, 44 CFR 60.3 (b) 7. VT DEC recommends that any altered watercourse also maintain its ability to transport its sediment load and not decrease stream geomorphic stability.

¹⁵ Communities that do not have AO Zones mapped on their FIRM do not need to adopt this regulation.

¹⁶ These standards are recommended by VT DEC and/or required by the NFIP. The floodway is an area reserved to convey floodwaters during the base flood. Encroachments in the floodway are prohibited if they cause any increase in the elevation of the base flood. Actual floodwater movement during the base flood may have considerable destructive velocity and power.

¹⁷ The NFIP requires assurance that all other permits have been secured. The use of the Project Review Sheet is an efficient way to meet that requirement.

¹⁸ Please specify the number of copies sufficient for the AO, AMP, and referrals.

¹⁹ Required by Title 24 VSA Chapter 117 §4424.

²⁰ Required by Title 24 VSA Chapter 117 §4424.

²¹ Required by Title 24 VSA Chapter 117. The community can choose to handle this in at least two ways:

- a) The applicant shall bear the cost of the public warning and of notification of adjoining landowners. Or
- b) The applicant shall provide a copy of the warning, and demonstrate proof of the posting and of the delivery to adjoining landowners either by certified mail, return receipt requested, or by written notice hand delivered or mailed to the last known address supported by a sworn certificate of service.

²² The NFIP requires records to be kept of permits including variances, elevations of new or substantially improved structures, flood proofing, and related certifications. CFR 60.3 (b) (5)

²³ A Certificate of Occupancy is recommended by the VT DEC as a low cost method to support the enforcement of these regulations.

²⁴ If the FIRM includes information on base flood elevations, the NFIP requires that the community adopt a regulatory floodway standard. CFR 60.3 (d) (2). This standard should allow a surcharge of one foot or less. In effect, this allows the base flood elevation to increase up to one foot, thereby increasing the risk of damage to existing properties in or near the Special Flood Hazard Area. Section VI C 3 prohibits new fill, except where necessary to safely elevate structures, as a way to minimize increases in the elevation of the base flood.

²⁵ The community has several options here. "Substantial Development" sets the threshold by which a structure in harm's way is compelled to be prepared for the base flood. Typically the preparation is to elevate the addition or the structure. The minimum NFIP standard is to define "substantial" as an investment of 50% of the existing value of the structure, or any investment subsequent to "substantial damage" to the structure. This high (50%) threshold may not get the structure or community prepared in time for the next flood, and many improvements are phased over several years. The NFIP encourages communities to adopt stricter standards such as by defining "substantial improvement" as cumulative over a defined period of time (such as three or five years), or by way of a common plan of development. The definition here uses three years. 44 CFR 59.1.