



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

FLOODPLAIN WORK AREA WORKSHEET

Schedule F

(Last Revised: January 1, 2021)

Submittal Requirements:

Case No. _____ - _____ - _____

- Attach this form to the original site plan, subdivision, building permit or other application. Office Use Only
- Include an electronic copy of this schedule with the electronic plan and application.
- No additional copies are required beyond those required for the plan itself.
- Filing fee is included in the site plan or development plan fee.

Name of Project: _____

Location of Property: _____
(Please include street address, if known)

Deed Reference: Liber: _____ Folio: _____ Zoning District: _____

Engineering/Survey Company Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Telephone: _____ Fax: _____

This Chart for Staff Use Only	1 st Review	2 nd Review	3 rd Review
Date Accepted for Processing			
Review Date			
Returned to Design Firm			

Most work proposed to be conducted within a FEMA mapped floodplain or floodway is subject to certain reviews and requirements. For more information on the regulation of construction in floodplains within the City of Hagerstown, please visit the Floodplain Management Ordinance (Article 6 of the Land Management Code) at:

<https://www.hagerstownmd.org/DocumentCenter/View/1761/Article-6---Floodplain?bidId=>

Work may include grading and filling of land, paving, construction of buildings, and construction of accessory structures such as fences and sheds. In the space on page 2, provide a detailed description of the work that you propose to conduct in the floodplain (disturbed area, size and nature of buildings and structures, etc.)

Attach this form to your site plan or development plan application (when part of a development proposal), building permit application (when applying for a building permit) or for a zoning certificate (when work does not require a building permit – for example, a fence).

Staff will review this application for conformance to and consistency with the Ordinance. Also, this request will be forwarded to the Maryland Department of the Environment and the United States Army Corps of Engineers, as required, as those agencies have review and permitting processes for work in floodplains as well. Please be aware the process for obtaining State and Federal agencies may take some time, but we will move your request through this process as quickly as possible.

LMC Section	Ordinance Requirements	Applicant/Engineer/Surveyor Comments
	Provide scaled drawing of the property, showing existing and proposed improvements, and showing the boundary line of the floodplain or floodway where it exists on the property.	
	Provide written narrative of the nature of the proposed work and construction within the floodplain. Be detailed (type of building, use of building, nature of construction, etc. For example, for construction of a fence, describe its height, nature, design (privacy, chain-link, split rail, paddock, etc.), material type and location. Narrative can be provided in the space below.	

Narrative:

Signature of Applicant

City of Hagerstown, Maryland
Planning and Code Administration Department
 One East Franklin Street, Suite 300
 Hagerstown, MD 21740
 T | 301.739.8577, Ext. 138
 F | 301.790.2650

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