Questionnaire for Applicants Constructing an Accessory Structure

*\*\*\*Municipal officials should adapt this list to meet local regulations and add any additional information that would be useful in the review process.*

**If you’re thinking about building an accessory structure anywhere near a river or stream or within a floodplain, start here.** Your answers to these questions will help your floodplain administrator guide you to ensure you’re designing a structure that will be safe and permittable.

**What is an accessory structure?** In this case, anything you’re building that could be damaged or swept away by floodwaters or erosive flooding is probably considered an accessory structure. Requirements for structures vary depending on if you’re within the River Corridor or the special flood hazard area (SFHA).

1. Describe your proposed accessory structure and how it will be used.
2. Tell us the address of the property.
3. Provide a map showing the proposed location of the structure and any landscaping or roads that will need to be built or adjusted.
4. Describe any grading or fill required, how much you need to use, and opportunities to reduce the amount of fill needed.
5. What is the base flood elevation (BFE) and how was it calculated?
6. If the location is within a floodplain, will you elevate the floor above the flood level or install flood vents? If you intend to install flood vents, please describe the vents, their location, size, and the square footage of the area they open into. You’ll need one square inch of vent for every one square foot of flood space.
7. Describe how you will anchor the structure.
8. Describe the materials you will use below 24 inches above the BFE. They must be floodwater resistant.
9. Describe how you will protect utilities such as heating, water systems, air conditioning, or fuel storage tanks from flood damage.

Provide these answers to [fill in local designated administrative officer’s name and contact information (email, address, phone)].