

**FLOODPLAIN WAIVER REQUEST FOR ATTACHED AND DETACHED GARAGES AND SCREENED PORCHES**

All requests must contain a written cover letter. The letter should explicitly state that a waiver is being sought from the terms of the Floodplain Management Ordinance, **Article 16 (Section 16-1-202)**. In order to review your request for that waiver, this Office requires a submittal package containing the items listed below. Please be advised that you will be asked to sign an agreement to not convert this garage to habitable space and must put a notice on your deed that a waiver has been granted for the garage.

In order to process your request more quickly, please make sure that the packet is complete. A complete package meeting all requirements will insure a speedy review. Any missing items or alternative proposals will require further review of the request.

The waiver must be submitted as a revision to your building permit application. Submit four(4) copies of revised construction plans to show the required venting. Three (3) of these copies must be reviewed and stamped by the plans reviewer.

The waiver request packet shall include that following:

1. A request letter must include:
  - a. Name and address of property owner and/or applicant
  - b. Flood Insurance Rate Map number
  - c. Designated flood zone and elevation of floodplain
  - d. 200' scale topography map number
  - e. Tax Map, Block and Parcel numbers and, where applicable, the Subdivision name, block number and lot number(s).
  - f. A discussion of the justifications as to why the waiver should be granted, including any site-related considerations
  - g. In cases where major or minor subdivisions have been applied for and are currently under review, please identify same by subdivisions name, their assigned subdivision and/or project number. In the case where a building permit and grading permit has been applied for, submit that permit numbers and identify whether the permit is a commercial, industrial, marina or residential use.
2. Vicinity Map
3. Topography map at scale of 200'/inch showing the size and shape of the proposed structure(s) and location within the lot where structure is to be constructed. It shall show the elevations of the lowest floor levels (including basement) and the 100-year floodplain elevation. A copy of a grading and sediment control plan or Critical Area Report may be substituted.
4. A copy of the detailed construction plans showing the proposed garage that are submitted for building permit review. The following design considerations must be addressed in these plans:
  - (I) The structure shall be constructed with appropriate building modifications to automatically equalize hydrostatic flood forces by allowing for the entry and exit

of floodwaters, including:

1. A minimum of two openings on separate sides of the structure having a total net area of at least one square inch for every square foot of enclosed area subject to flooding shall be provided;
2. The bottom of all openings shall be no higher than one foot above grade; and
3. Openings may be equipped with screens, louvers, valves or other covering or devices provided that they may permit the automatic entry and exit of floodwaters.

(II) A statement shall be placed on the building plans that reads as follows:  
**“NO CONVERSION OF THIS AREA TO HABITABLE SPACE IS TO OCCUR UNLESS THE LOWEST FLOOR IS ELEVATED TO ONE FOOT ABOVE THE 100-YEAR FLOOD ELEVATION. AT THIS SITE THE 100-YEAR FLOOD ELEVATION IS \_\_\_\_\_;”**

(III) The flood elevation of the structure shall not qualify as a basement and must be constructed on or above grade;

(IV) The structure shall be constructed and placed on the building site so as to offer The minimum resistance to the flow of floodwaters;

(V) The accessory structure shall be firmly anchored to prevent flotation that may result in damage to other structures;

(VI) The service facilities, such as electrical, plumbing, and heating equipment, shall be elevated to the 100-Year Flood Elevation or be Floodproofed.

5. A signed copy of the acknowledgment of possible increased flood insurance rates, of non-conversion to habitable space agreement and or the deed notice of a waiver.
6. Include:
  - A. 1 (one) waiver request packet.
  - B. Check for **\$250** per request payable to Anne Arundel County.
7. Send to: Mr. Dan Kane, Director  
Attn: Jay Leshinskie  
Permit Center  
2664 Riva Road  
Annapolis, MD 21401

If you have any additional information which you feel would help the reviewing agencies process your request, please enclose copies for our consideration.

**NOTE:** It is appropriate to remind all applicants for **WAIVER (S)** to the Floodplain Management Ordinance that should a waiver be granted that waiver **DOES NOT** exempt the property from the insurance requirement. Furthermore, the waiver may result in an increased insurance premium as high as \$25 per \$100 coverage.