

**FLOOD PROTECTION  
FORM – ZONING/USE  
REGISTRATION (FP-Z)**  
2021 Edition (published October 2020)  
SUBMIT WITH ZONING/USE PERMIT APPLICATION

**FLOOD PROTECTION FORM – ZONING/USE REGISTRATION (FP-Z)**

This form is for the acknowledgement of all applicable floodplain regulations in the City of Philadelphia’s Zoning Code as well as building regulations (IRC 2015, IEBC 2018, IBC 2018, Administrative Code, ASCE 24, and 2018 IBC Appendix G) associated with a development site located in the Special Flood Hazard Area (SFHA). In some cases, the Building Code may be more restrictive than the Zoning Code, therefore this form assures that you have reviewed all codes that apply to projects in the floodplain. This form is to be completed by the development applicant, prior to submitting for a zoning/use registration permit to acknowledge all applicable floodplain regulations in the City of Philadelphia’s Zoning Code as they appear on this form (FP-Z). Depending on your project you may have to review and/or complete these forms, where noted:

- [Flood Protection Form – General \(FP-G\)](#)
- [Flood Protection Form – Existing Buildings \(FP-EX\)](#)
- [Flood Protection Form – Variances \(FP-VAR\)](#)
- [Flood Protection Form – Letter of Map Change \(FP-LOMC\)](#)
- [Flood Protection Form – No Rise \(FP-NR\)](#)

In some cases, your parcel may be in the floodplain, but not the development itself. Any part of a building/structure or land alterations that touches a SFHA Zone: floodway, A Zone and/or AE Zone will be considered in the regulated Special Flood Hazard Area (SFHA). To find the City’s Flood Insurance Rate Maps (FIRM’s) and Flood Insurance Studies (FIS’s) please see the FEMA Flood Map Service Center <https://msc.fema.gov/portal/home>. Please fill in the box below to confirm your development is mapped in or out of the SFHA.

| <b>A. FLOOD HAZARD INFORMATION – confirm that development is in the SFHA</b>  |  |                             |                              |
|---|--|-----------------------------|------------------------------|
| Flood Risk Zone – select all that apply to your site/parcel   |  |                             |                              |
| <input type="checkbox"/> A Zone – <b>Complete Form</b><br><input type="checkbox"/> AE Zone – <b>Complete Form</b><br><input type="checkbox"/> Seaward of LiMWA line – <b>Complete Form</b><br><input type="checkbox"/> Mean high tide zone – <b>Complete Form</b> | <input type="checkbox"/> AE/Floodway – <b>Complete Form</b><br><input type="checkbox"/> FEMA Mapped 0.2% /X/unshaded – if proposed site work and development is entirely in this zone, <b>attach a SITE PLAN</b> , and <b>proceed to section J</b> |                             |                              |
| <b>Must attach at least one of the following to this form/application.</b>  |  |                             |                              |
| 1. Attach a Site Plan (requirements below)  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

See [Guide for Development in a Floodplain](#) “Get a Zoning Permit” for more information.

For more information on floodplain codes/regulations visit the Floodplain Management webpage at <http://www.phila.gov/li/Pages/FloodplainManagement.aspx>

**NOTE: ALL LINES ON THIS FORM MUST BE COMPLETED, AND WHEN “NOT APPLICABLE” SELECT “N/A”**

| <b>B. PROJECT INFORMATION</b> |  |                  |  |
|-------------------------------|--|------------------|--|
| 1. Address of proposed work   |  |                  |  |
| 2. Owner of property          |  |                  |  |
| 3. Owner address              |  | 4. Owner Phone # |  |
| 5. Agent of Owner             |  | 6. Company       |  |
| 7. Agent Address              |  | 8. Agent Phone # |  |

**C. TYPE(S) OF APPLICATION (select all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> New building - <b>Review FP-G: E</b><br><input type="checkbox"/> Addition - <b>Review FP-EX</b><br><input type="checkbox"/> Renovation/alteration - <b>Review FP-EX</b><br><input type="checkbox"/> Earth Work - <b>See section I</b><br><input type="checkbox"/> Retaining Wall - <b>Review FP-G: E13</b><br><input type="checkbox"/> Demolition - <b>Review FP-G: E10</b><br><input type="checkbox"/> A Zone - <b>See section E</b><br><input type="checkbox"/> Accessory Structure - <b>Review FP-G: E5</b><br><input type="checkbox"/> Below grade parking - <b>Review FP-G: E3</b><br><input type="checkbox"/> Seasonal/temporary - <b>Review FP-G: E9</b><br><input type="checkbox"/> Floodway – <b>See section G</b> | <input type="checkbox"/> Storage of materials - <b>Review FP-G: E8</b><br><input type="checkbox"/> Storage of equipment/machinery - <b>Review FP-G: E8</b><br><input type="checkbox"/> Electrical - <b>Review FP-G: E7</b><br><input type="checkbox"/> HVAC - <b>Review FP-G: E7</b><br><input type="checkbox"/> Fuel Systems - <b>Review FP-G: E7</b><br><input type="checkbox"/> Water supply - <b>Review FP-G: E7</b><br><input type="checkbox"/> Elevator/escalator - <b>Review FP-G: E7</b><br><input type="checkbox"/> Plumbing - <b>Review FP-G: E7</b><br><input type="checkbox"/> Construction Office/Staging/Storage- <b>Review FP-G: E9</b><br><input type="checkbox"/> Watercourse Alteration – <b>Review section H</b> |
|--|---|

Historic Designation (local, national or contributing) - **Review FP-EX & FP-G: E4**

Manufactured Home – **Prohibited**

Change of Use - **See section D**

Letter of Map Change (CLOMR-F/LOMF-F, CLOMR, LOMR) - **See Section J**

Production or storage of: - **Prohibited in the floodway, otherwise review FP-G: E8**  
acetone; ammonia; benzene; calcium carbide; carbon disulfide; hydrochloric acid; hydrocyanic acid; magnesium; nitric acid and oxides of nitrogen; petroleum products; phosphorus; potassium; sodium; sulfur and sulfur products; or pesticides & radioactive substances (*Appendix G901*)

Other (not listed above):

**D. USE (select all that apply)**

A zoning or use registration permit may not be required for the following activities (A-301.2.5 – Zoning and use registration permits), but a **Building Permit would be required:**

- Construction and use of structures totally outside of lot lines
  - Temporary uses, structures and signs for special events of a limited time period
  - Fences, swimming pools, canopies or awnings, sheds, playhouses, pergolas, deck
  - Temporary motion picture, television and theater sets and scenery
  - Concrete or other hard surface materials on grade, such as driveways, walkways and patios not used for parking
  - Building service equipment, such as mechanical, electrical or plumbing equipment, including necessary mounting systems
- Application for Building Permit Required, with completed FP-G**

Residential (building or structures and portions thereof where people live or that are used for sleeping purposes on a transient or non-transient basis - including but not limit to 1-family, 2-family, townhouses, condominiums, multifamily dwellings, apartments, congregate residences, boarding houses, lodging houses, rooming houses, hotels, motels, convents, monasteries, dormitories, fraternity houses, sorority houses, vacation time-share properties and institutional facilities: halfway houses, social rehabilitation facilities, alcohol and drug centers, detoxification facilities) – (ASCE 24)

Non-residential (not mentioned in residential definition above)

Mix-ed use, if less than 25% of the structure is non-residential, then for floodplain permitting the entire structure is considered other residential

Accessory structures or elements (benches, planters, trash receptacles, retaining walls, etc.)

○ Describe \_\_\_\_\_

Emergency (Police, fire, EMS, emergency shelters, emergency communication centers, power/public utility, etc.) – ACSE 24: Building flood design class 4

Storage of fill, vehicles, materials, equipment/machinery – **see section D4**

Other \_\_\_\_\_

1. Hospitals, group living uses housing the elderly or disabled persons with limited mobility, detention or correctional facilities, new or substantially improved manufactured homes (Phila Zoning 14-704(4)(c).(2).(f))

Yes, Prohibited in Special Flood Hazard Area (SFHA), review **FP-VAR**

N/A

2. Change of use to residential (building or structures and portions thereof where people live or that are used for sleeping purposes on a transient or non-transient basis - including but not limit to 1-family, 2-family, townhouses,

Yes, Review **FP-G: E1** (residential portions must be

N/A

|  |  |   |                              |  |
|--|--|---|------------------------------|--|
| condominiums, multifamily dwellings, apartments, congregate residences, boarding houses, lodging houses, rooming houses, hotels, motels, convents, monasteries, dormitories, fraternity houses, sorority houses, vacation time-share properties and institutional facilities: halfway houses, social rehabilitation facilities, alcohol and drug centers, detoxification facilities) – (ASCE 24) |  | elevated BFE+18", including lobbies)  |                              |  |
| 3. Temporary structure (IBC 2018: G901.1 – Temporary Structures)<br><b>Requires Building Permit</b>  | <input type="checkbox"/> Yes, less than 180 days, see <b>FP-G: E9</b>          | <input type="checkbox"/> Yes, more than 180 days – Prohibited, review <b>FP-VAR</b> or see <b>FP-G</b> for new structures | <input type="checkbox"/> N/A |  |
| 4. Storage of goods and materials (IBC 2018: G901.2 – Temporary Storage)<br><b>Requires Building Permit</b>  | <input type="checkbox"/> Yes, less than 180 days, see <b>FP-G: E8</b>          | <input type="checkbox"/> Yes, more than 180 days – Prohibited, review <b>FP-VAR</b>                                       | <input type="checkbox"/> N/A |  |
| <b>E. ZONE A (no mapped BFE's)</b>   |  |   |                              |  |
| 1. Accessory structure (200 SF or less)/Temporary + Seasonal<br><b>Requires Building Permit</b>  |  | <input type="checkbox"/> Yes, review <b>FP-G: E5</b>  | <input type="checkbox"/> N/A |  |
| 2. For all other development in Zone A, contact floodplainmanager@phila.gov  |  | <input type="checkbox"/> Yes  | <input type="checkbox"/> N/A |  |
| <b>F. COASTAL A ZONES</b>  |  |   |                              |  |
| Coastal A Zone (CAZ) – area within a SFHA, the landward limit of the Coastal A Zone is the Limit to Moderate Wave Action (LiMWA) (ASCE 24-14, definitions)   |  |   |                              |  |
| 1. Buildings beyond the reach of the mean high tide – [New buildings and buildings that are substantially improved shall only be authorized landward of the reach of mean tide (IBC 2018: G401.2.1 – CAZ)]   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No   | <input type="checkbox"/> N/A |  |
| 2. Structural Fill – [Use of structural fill is prohibited (IBC 2018: G401.2.2 – CAZ)]   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No   | <input type="checkbox"/> N/A |  |
| 3. Other requirements waterward of LiMWA   | <input type="checkbox"/> Review <b>FP-G: E12</b>                               |   | <input type="checkbox"/> N/A |  |
| SFHA's without designated floodway: including Coastal A Zone (CAZ) – area within a SFHA, the landward limit of the CAZ the Limit to Moderate Wave Action (LiMWA) (ASCE 24-14, definitions)   |  |   |                              |  |
| <b>G. FLOODWAY</b>   |  |   |                              |  |
| 1. Fill (placement and/or storage) (Phila Zoning 14-704(4)(c)(.1)(.a)  | <input type="checkbox"/> Review <b>FP-G &amp; complete FP-NR</b>               |   | <input type="checkbox"/> N/A |  |
| 2. Public Utility companies: offices (Phila Zoning 14-704(4)(c)(.1)(.b)  | <input type="checkbox"/> Yes, prohibited in the floodway, review <b>FP-VAR</b> |   | <input type="checkbox"/> N/A |  |
| 3. Production or storage of:<br>acetone; ammonia; benzene; calcium carbide; carbon disulfide; hydrochloric acid; hydrocyanic acid; magnesium; nitric acid and oxides of nitrogen; petroleum products; phosphorus; potassium; sodium; sulfur and sulfur products; or pesticides & radioactive substances  | <input type="checkbox"/> Yes, prohibited in the floodway, review <b>FP-VAR</b> |   | <input type="checkbox"/> N/A |  |
| 4. For docks, public utilities, trails, roadways, and bridges (Phila Zoning 14-704(4)(c)(.1)(.a)   | <input type="checkbox"/> Review <b>FP-G: E11 &amp; complete FP-NR</b>          |   | <input type="checkbox"/> N/A |  |
| 5. For all other development in Floodway, including <i>private utilities</i> (Phila Zoning 14-704(4)(c)(.1)(.a)  | <input type="checkbox"/> Yes, prohibited in the floodway, review <b>FP-VAR</b> |   | <input type="checkbox"/> N/A |  |

**H. ALTERATION OR RELOCATION OF WATERCOURSE**

|  |   |                             |                              |
|--|---|-----------------------------|------------------------------|
| 1. Prior to altering, relocating, or encroaching into a watercourse, all applicants shall obtain a permit for such action from the Pennsylvania Department of Environmental Protection, Southeast Regional Office and notify FEMA as well as the PA Department of Community and Economic Development (PA – DCED) (Phila Zoning 14-704(4)(g)) | <input type="checkbox"/> Yes, See<br><b>FP-LOMC &amp; FP-G: G – Attach Approvals to Building Permit Application</b> | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|--|---|-----------------------------|------------------------------|

**I. FILL**

|  |   |                             |                              |
|--|---|-----------------------------|------------------------------|
| 1. Placement of fill (not in floodway), with or without a structure<br><b>Requires Building Permit</b> | <input type="checkbox"/> Yes, see <b>FP-G: E6</b> | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|--|---|-----------------------------|------------------------------|

**J. LETTER OF MAP CHANGE (CLOMR, CLOMR-F, LOMR)**

Review [A Guide for Development in the Floodplain: "Is a Letter of Map Change \(LOMC\) required for this work?"](#) to determine if your project, will also need conditional and/or final approval from FEMA.

|   |  |                             |                              |
|---|--|-----------------------------|------------------------------|
| 1. Do you need to pursue a Letter of Map Change (LOMC) based on The parameters above? | <input type="checkbox"/> Yes, complete<br><b>FP-LOMC</b> | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|---|--|-----------------------------|------------------------------|

**K. VARIANCES**

|   |   |                             |                              |
|---|---|-----------------------------|------------------------------|
| 1. Floodplain variance (Philadelphia Zoning Code) | <input type="checkbox"/> Yes, <b>FP-VAR</b> | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
|---|---|-----------------------------|------------------------------|

**L. SIGNATURE**

I hereby affirm that all statements above are correct and complete to the best of my knowledge and that the design plans/additional documents, that were submitted, are consistent with these statements. Furthermore, I affirm that I acknowledge all applicable building and zoning code/regulations will comply with the proposed development.

|                     |            |      |
|---------------------|------------|------|
| Applicant Signature | Print Name | Date |
|---------------------|------------|------|

**M. ADDITIONAL INFORMATION - including variance/refusal requests**

If you need to provide additional information or clarification to any items on this form, please attach below:

**End of Form (FP-Z).**

Questions and/or Contact:  
 Floodplain Manager  
 City of Philadelphia  
[floodplainmanager@phila.gov](mailto:floodplainmanager@phila.gov)

## **INSTRUCTIONS: FLOOD PROTECTION FORM – ZONING/USE REGISTRATION (FP-Z)**

### **SECTION A**

This section identifies the development site's location in relation to Flood Insurance Rate Map information. Enter the Flood Risk Zone (A, AE, Floodways, or X) for the proposed development, including the Map Panel number and Effective/Revised Date of panel. Additional, areas such as LIMWA and mean high tide must be identified. In all cases they should be shown clearly on a site plan.

[How to Print a FIRMette and Download a FIRM Panel](#)

### **SECTION B**

This section is for general project information.

### **SECTION C**

This section identifies the type of development. Select all that apply to your proposed development. Follow the "Proceed to" prompts to next applicable section of the application. If none of these development types apply to your development, insert a description of the development in "Other."

### **SECTIONS D-K**

D. These items identify specific uses that are prohibited or limited in terms of code/regulations. In some cases, a site plan will be required

E. These items identify development in A Zones, which require the identification of the Base Flood Elevation (BFE) as it does not appear on FEMA FIRM maps.

F. These items identify development in Coastal A Zones and Zone AE's without a designated floodway, which have additional regulations than AE Zones with designated floodway.

G. These items identify development in Floodway Zones, which require additional information.

H. When alternating or relocating the waterway then external (federal and or state) permits are required prior to this application.

I. When placing and/or storing fill.

J. This item identifies if the applicant is requesting the City to support a Letter of Map Change (LOMC). They will be in the form of Conditional Letter of Map Revision (CLOMR), Conditional Letter of Map Revision based on Fill (CLOMR-F), and/or Letter of Map Revision (LOMR).

K. This section identifies how to seek a variance.

### **SECTION L**

A signature is required to affirm all the statements are correct and complete to the best of the applicant's knowledge and that the design plans, that were submitted, are consistent with these statements. Furthermore, the applicant affirms that they acknowledge all building code regulations and the items found on:

- Flood Protection Form – GENERAL (FP-G)
- Flood Protection Form – EXISTING BUILDINGS (FP-EX)

### **SECTION M**

This section is for additional information or clarification of items on this form. If the applicant has attachments or exhibits, they should be listed here with name, page number, and date.