

## Bylaw Review Checklist

<b>Community Name:</b>	Littleton	<b>CID:</b>	250200
<b>Reviewer Name:</b>	Nadia Madden	<b>Review Date:</b>	3/24/2025

<b>Bylaw Compliant:</b>	Not Compliant
<b>Notes:</b>	Littleton Zoning Bylaw Article XVI Floodplain Regulation. <b>Review comments for § 173-75 Procedures and Requirements.</b>

2020 Model Bylaw Section	Model Bylaw Language	Community Section (citation)	Notes
Sec 2, #1 Purpose	The purpose of the Floodplain Overlay District is to: 1) Ensure public safety through reducing the threats to life and personal injury 2) Eliminate new hazards to emergency response officials 3) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding 4) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding 5) Eliminate costs associated with the response and cleanup of flooding conditions 6) Reduce damage to public and private property resulting from flooding waters	§ 173-71 Purpose.	Meets Requirements.
Sec 2, #2 District (FIRM)	<b>Community-Based Maps:</b> The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas designated on the [Town or City]'s Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency for the administration of the National Flood Insurance Program, dated [effective map dates on FIRM] and on the Flood Boundary & Floodway Map (if applicable) dated [FBFM effective date.] These maps indicate the 1%-chance regulatory floodplain. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the Flood Insurance Study (FIS) report dated [FIS date.] The effective FIRM, FBFM, and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and [other.]  <b>Countywide Maps:</b> The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within [Community Name] designated as Zone A, AE, AH, AO, A99, V, or VE on the [County Name] Flood Insurance Rate Map (FIRM) dated [FIRM date] issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the [County Name] Flood Insurance Study (FIS) report dated [FIS date]. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and [other].	§ 173-72 Description of the Floodplain District	Meets Requirements.
Sec 2, #3 Floodplain Administrator	The Town/City of _____ hereby designates the position of _____ to be the official floodplain administrator for the Town/City.	§ 173-75 Procedures and Requirements. A.Designation of Community Floodplain Administrator	Meets requirements. <b>Note: section (3) is no longer required by FEMA</b>
Sec 2, #4 Permits Required	The Town/City of _____ requires a permit for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.	§ 173-75 Procedures and Requirements. B. Required Review Process for Activities within Floodplain District.	"placement of manufactured homes" is missing.
Sec 2, #5 Other Permits	The town's permit review process includes the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.	§ 173-75 Procedures and Requirements. B. (2)	Meets Requirements.
Sec 2, #6 Floodway Encroachment	In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.  In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's/City's FIRM or Flood Boundary & Floodway Map (choose map which delineates floodways for your community) encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.	§ 173-75 Procedures and Requirements.C (1)-(2)	Meets Requirements.
Sec 2, #7 Unnumbered A Zones	In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.	§ 173-75 Procedures and Requirements.C.(3)	Meets Requirements.
Sec 2, #8 AO, AH Zones	Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.	n/a	n/a to Littleton
Sec 2, #9 Subdivisions	All subdivision proposals and development proposals in the floodplain overlay district shall be reviewed to assure that: (a) Such proposals minimize flood damage. (b) Public utilities and facilities are located & constructed so as to minimize flood damage. (c) Adequate drainage is provided.	§ 173-75.D. Subdivision Proposals	Meets Requirements.
Sec 2, #10 50 Lots/5 Acres	When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.	§ 173-75.D. Subdivision Proposals	Meets Requirements.
Sec 2, #11 Recreational Vehicles	In A, A1-30, AO, AH, AE Zones, V1-30, VE, and V Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.	§ 173-75 Procedures and Requirements.C.(4)	Meets Requirements.
Sec 2, #12 Dunes	Alteration of sand dunes is prohibited when the alteration would increase potential flood damage.	n/a	n/a to Littleton
Sec 2, #13 Watercourse Alterations	In a riverine situation, the _____ (appropriate official in community) shall notify the following of any alteration or relocation of a watercourse: •Adjacent Communities, especially upstream and downstream •Bordering States, if affected •NFIP State Coordinator, Massachusetts Department of Conservation and Recreation •NFIP Program Specialist, Federal Emergency Management Agency, Region I	§ 173-75.F Notification of Watercourse alteration	Meets Requirements.

Sec 2, #14 Submit New Data	<p>If the Town/City acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town/City will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:</p> <ul style="list-style-type: none"> <li>•NFIP State Coordinator, Massachusetts Department of Conservation and Recreation</li> <li>•NFIP Program Specialist, Federal Emergency Management Agency, Region I</li> </ul>	§ 173-75. G. Requirement to submit new technical data	
Sec 2, #15 Variances State Building Code	<p><i>If the State issues variances to the flood-resistant standards as found in the state building code, the community will use this text for local adoption:</i></p> <p>The Town/City will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files.</p> <p>The Town/City shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.</p> <p>Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.</p>	<p>§ 173-75 .E. (1)Variances to Building Code Floodplain Standards</p>	Meets Requirements.
Sec 2, #16 Other Variances	A variance from these floodplain bylaws must meet the requirements set out by State law, and may only be granted if: 1) Good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.	§ 173-75.E. (2)Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP).	Meets Requirements.
Sec 2, #17 Abrogation	The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes.	§ 173-77 Abrogation; Disclaimer of Liability; Severability. A	Meets Requirements.
Sec 2, #18 Disclaimer	The degree of flood protection required by this bylaw [ordinance] is considered reasonable but does not imply total flood protection.	§ 173-77 Abrogation; Disclaimer of Liability; Severability. B	Meets Requirements.
Sec 2, #19 Severability	If any section, provision or portion of this bylaw [ordinance] is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.	§ 173-77 Abrogation; Disclaimer of Liability; Severability.C	Meets Requirements.
Sec 3 Definitions	DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]	§ 173-73 Definitions	Meets Requirements.
	FLOOD BOUNDARY AND FLOODWAY MAP means an official map of a community issued by FEMA that depicts, based on detailed analyses, the boundaries of the 100-year and 500-year floods and the 100-year floodway. (For maps done in 1987 and later, the floodway designation is included on the FIRM.) <i>(if applicable in your community)</i>	n/a	This map is no longer used for Littleton, they have been replaced by FIRMs
	FLOOD HAZARD BOUNDARY MAP (FHBM.) An official map of a community issued by the Federal Insurance Administrator, where the boundaries of the flood and related erosion areas having special hazards have been designated as Zone A or E. [US Code of Federal Regulations, Title 44, Part 59] <i>(if applicable in your community)</i>	n/a	This map is no longer used for Littleton, they have been replaced by FIRMs
	FLOODWAY. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]	§ 173-73 Definitions	Meets Requirements.
	FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]	§ 173-73 Definitions	Meets Requirements.
	HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]	§ 173-73 Definitions	Meets Requirements.
	HISTORIC STRUCTURE means any structure that is: (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (1) By an approved state program as determined by the Secretary of the Interior or (2) Directly by the Secretary of the Interior in states without approved programs. [US Code of Federal Regulations, Title 44, Part 59]	§ 173-73 Definitions	Meets Requirements.
	NEW CONSTRUCTION. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]	§ 173-73 Definitions	Meets Requirements.
	RECREATIONAL VEHICLE means a vehicle which is: (a) Built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) Designed to be self-propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. [US Code of Federal Regulations, Title 44, Part 59]	§ 173-73 Definitions	Meets Requirements.
	REGULATORY FLOODWAY - see FLOODWAY.	§ 173-73 Definitions	Meets Requirements.
	SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [Base Code, Chapter 2, Section 202]	§ 173-73 Definitions	Meets Requirements.
	START OF CONSTRUCTION. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.  Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]	§ 173-73 Definitions	Meets Requirements.

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]	§ 173-73 Definitions	Meets Requirements.
SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]	§ 173-73 Definitions	Meets Requirements.
VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]	§ 173-73 Definitions	Meets Requirements.
VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]	§ 173-73 Definitions	Meets Requirements.