

Appendix C

Forms Prepared for Municipalities

- Municipal Requirements for Satisfactory Participation
- Outreach Flyers
- Sample Mitigation Goals
- Formation of a Local Mitigation Planning Committee
- Municipal Questionnaire
- Municipal Worksheet
- Sample Public Notice Language
- Residential/Business Questionnaire
- Categories of Mitigation Actions
- STAPLEE Prioritization Matrix

A Multi-Jurisdictional Flood Mitigation Plan for the Non-Tidal N.J. Portion of the Delaware River Basin

Municipal Requirements for Satisfactory Participation

1. Submit a Statement of Intent for your municipality
2. Designate a local liaison (point of contact) for your municipality
3. Attend county meetings and the planning workshop (a minimum of 2 meetings will be considered satisfactory)
4. Form a local mitigation planning committee
5. Document your local planning process, keep track of all meeting dates and notes
6. Complete the municipal questionnaire by Friday, January 27, 2007
7. Publish notice of your municipality's intent to prepare a Flood Mitigation Plan to encourage public participation and comment
8. Distribute a prepared questionnaire to residents known to be in the flood prone areas
9. Allow time for comment at two public meetings; once during the drafting stage and another prior to adopting the plan
10. Collect resident questionnaires and summarize public comments
11. Create a list of flood mitigation goals for your community
12. Compose and prioritize a list of desired local mitigation actions (include estimated costs, organization responsible for implementation, implementation schedule, overall priority and potential funding sources)
13. Adopt the final plan locally by resolution

A Multi-Jurisdictional Flood Mitigation Plan for the Non-Tidal N.J. Section of the Delaware River Basin



Delaware River Flood of April 2005, Stockton, N.J.

Objective:

The formation of a multi-agency (NJOEM, DRBC and NJDEP) and local planning effort that results in the development and local adoption of a multi-jurisdictional Flood Mitigation Plan for a portion of the Delaware River Basin.

Goal:

To make the Delaware River Basin more disaster resistant by reducing the long-term risks to loss of life and property damage from flooding. The aim is to build sustainable communities that, when confronted by a natural disaster, will sustain fewer losses and recover more quickly.

Introduction to the DRBC:

The Delaware River Basin Commission (DRBC) was formed in 1961 by the signatory parties to the Delaware River Basin Compact (Delaware, New Jersey, New York, Pennsylvania, and the United States) to share the responsibility of managing the water resources of the Basin. Commission programs include water quality protection, water supply allocation, regulatory review, water conservation initiatives, watershed planning, flood loss reduction and recreation.

Products/Services to be Provided:

- Flood hazard identification and vulnerability assessment (HAZUS)
- Analysis of flood insurance claims and repetitive loss properties
- Historic flood damage costs by county and municipal damage areas
- Basin-scale mitigation strategies and priorities
- Compendium of local mitigation strategies
- DRBC Flood Mitigation Website to disseminate products and planning tools
- Planning Workshops led by NJOEM
- Facilitation of two meetings per county with municipalities
- Draft/Compile Final Plan



April 2005, Lambertville, NJ.

Importance of Local Participation:

Participation by the counties and municipalities in the planning process is crucial for the successful development of a Flood Mitigation Plan that contains mitigation actions able to be implemented in the future.

Participation by the counties and municipalities is also required by FEMA in order for the jurisdiction to be eligible to adopt the multi-jurisdictional Flood Mitigation Plan.

Responsibilities of Participating Municipalities:

- Form a local flood mitigation planning team
- Document local planning process
- Complete questionnaires identifying critical facilities and flood prone areas
- Publish notice of the municipality's intent to prepare a Flood Mitigation Plan to encourage public participation
- Distribute a questionnaire to residents known to be in the flood prone areas
- Allow time for comment at two public meetings
- Collect and summarize questionnaires and public comments
- Compose a list of community goals and desired local mitigation actions (include estimated costs, organization responsible for implementation, implementation schedule, overall priority and potential funding sources)

Responsibilities of County Officials:

- Community outreach to encourage municipal participation
- Collect and review the goals and desired mitigation actions of each municipality and present the collected information in a designated format to the DRBC for inclusion in the plan
- Document the county-level planning process
- Identify county critical facilities and unique flooding hazards
- Develop a list of county-level desired mitigation actions (include estimated costs, organization responsible for implementation, schedule, overall priority and potential funding sources)
- Allow time for public comment



April 2005, Lambertville, NJ.



Who Should Attend The Kick-Off Meetings?

Local Floodplain Administrator
Emergency Management
Coordinator
Engineer
Planner
Director of Public Works
Building Inspector
Zoning Officer
Mayor
Clerk
Committee/Council Members
Concerned Residents

County Kick-Off Meetings:

Sussex County:

Nov. 28, 2006 • 10 A.M.-Noon
Tri-Co Federal Credit Union
(Community Room)
47 Route 206
Augusta, N.J.

Hunterdon County:

Dec. 4, 2006 • 7-9 P.M.
Hunterdon County Complex
Route 12
Flemington, N.J.

Mercer County:

Dec. 6, 2006 • 10 A.M.-Noon
Dempster Fire Training Center
Lawrenceville, N.J.

Warren County:

Dec. 7, 2006 • 7-9 P.M.
Pequest Trout Hatchery
Oxford, N.J.

Details about these meetings are available on www.drbc.net.

November 9, 2006

A Multi-Jurisdictional *Flood* Mitigation Plan for the Non-Tidal New Jersey Portion of the Delaware River Basin

Why Is This Important?

Municipalities nationwide are required to prepare flood and/or all hazards mitigation plans in order to qualify for disaster mitigation funding from the Federal Emergency Management Agency (FEMA). In order for your municipality to be eligible for cost-shared federal funds aimed at flood mitigation, you must have a plan in place.

What You Need To Know:

The New Jersey Office of Emergency Management (NJOEM), Delaware River Basin Commission (DRBC), and New Jersey Department of Environmental Protection (NJDEP) have formed a partnership to help local communities prepare their flood mitigation plans. The project area includes 64 municipalities within Hunterdon, Mercer, Sussex, and Warren counties that have boundaries either partially or entirely within the Delaware River drainage basin.

The Flood Mitigation Plan Will:

- Identify areas vulnerable to flooding;
- Identify actions that can be taken to reduce damages to life and property, such as strengthening regulations to keep new construction out of floodplains and buying or elevating buildings subject to repeat flooding; and
- Contain a prioritized list of local mitigation actions to influence funding sources.

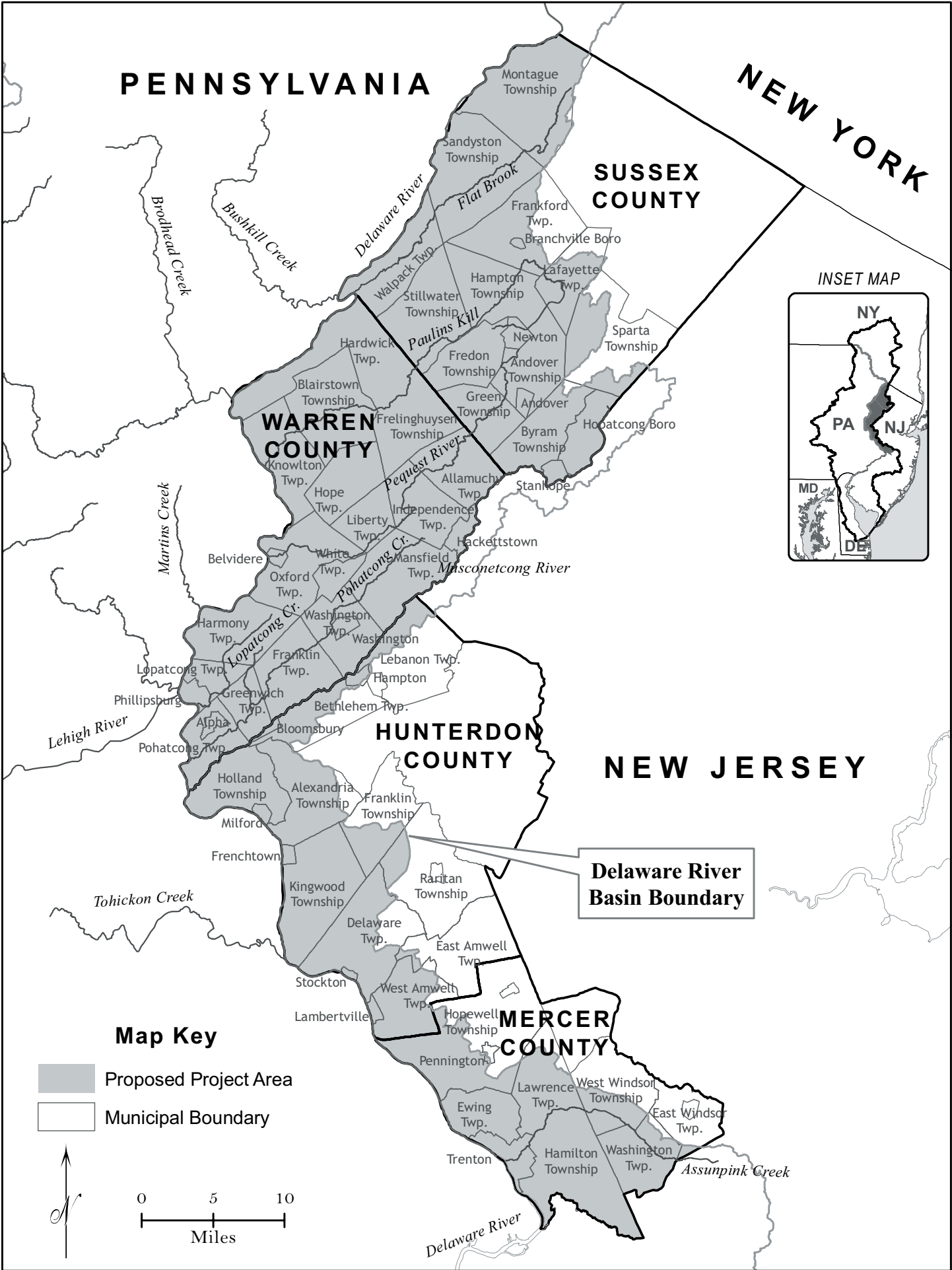
What Help Will Be Provided?

- Facilitation of meetings with municipalities – two meetings per county;
- One set of planning workshops;
- DRBC will disseminate products and planning tools on its web site at www.drbc.net;
- Flood hazard identification and vulnerability assessment (HAZUS);
- Analysis of flood insurance claims and repetitive loss properties;
- Basin-scale mitigation strategies and priorities;
- Compendium of local mitigation strategies; and
- DRBC will draft/compile the final plan.

What You Can Do:

- Attend your county-specific kick-off meeting;
- Encourage your local officials and residents to participate in the planning process; and
- Help to form your local mitigation planning team, including choosing one local liaison to be the voice and contact point for your community.

For more information, contact your county Emergency Management Coordinator or Laura Tessieri, DRBC, at njflooding@drbc.state.nj.us, or visit the DRBC web site at www.drbc.net.



**A Multi-Jurisdictional Flood Mitigation Plan
for the Non-Tidal N.J. Portion of the Delaware River Basin**

Planning Workshop Dates:

Hunterdon County

Wednesday, March 14, 2007 7-9 P.M.
Hunterdon County Complex
Route 12, Flemington, N.J.

Mercer County

Tuesday, March 6, 2007, 10 A.M.-Noon
350 Lawrence Station Road
Dempster Fire Training Center, Lawrenceville, N.J.

Sussex County

Thursday March 15, 2007, 1-3 P.M.
Tri-Co Federal Credit Union, Community Room
47 Route 206 Augusta, NJ

Warren County

Wednesday, March 7, 2007 7-9 P.M.
Warren County Department of Public Safety
1024 Rt.57 Washington NJ 07882

Please RSVP with your number of expected attendees to Laura Tessieri at (609) 883-9500 ext. 304 or njfloodmit@drbc.state.nj.us by March 1st. All local liaisons and interested mitigation team members should attend. One attendee from each municipality is mandatory!

At the workshop, further guidance will be provided to each municipality. Survey results and next steps in the planning process will be discussed. Examples of Mitigation Actions will be provided to help aid you in formulating your own list of desired mitigation actions. **Please have at least three (3) potential mitigation actions for your municipality ready to discuss!**



A Multi-Jurisdictional Flood Mitigation Plan for the Non-Tidal N.J. Portion of the Delaware River Basin

Upcoming Technical Assistance Meetings!

These meetings are mandatory to ensure satisfactory municipal participation in the **Regional Flood Mitigation Plan**. This will be the 3rd (and final) set of county-wide meetings. Please see the meeting schedule below and RSVP to Laura Tessieri at (609) 883-9500 ext. 304 or by email to Laura.Tessieri@drbc.state.nj.us. All local liaisons and interested municipal officials should attend. At least one attendee from each municipality is mandatory!

The agenda for each meeting will include:

- An overview of the mitigation actions each municipality has submitted;
- Discussion and information sharing in order to finalize the list of mitigation actions;
- A presentation of the findings from the HAZUS vulnerability assessment.

Mercer County:

Tuesday, October 2, 2007

10:00 a.m.-Noon

350 Lawrence Station Road
Dempster Fire Training Center
Lawrenceville, N.J.

Hunterdon County:

Tuesday, October 2, 2007

7:00 - 9:00 p.m.

Hunterdon County Complex
Route 12
Flemington, N.J.

Sussex County:

Wednesday, October 17, 2007

2:00 - 4:00 p.m.

Sussex County Public Safety Training
Academy, 114 Morris Turnpike
Newton, N.J.

Warren County:

Wednesday, October 17, 2007

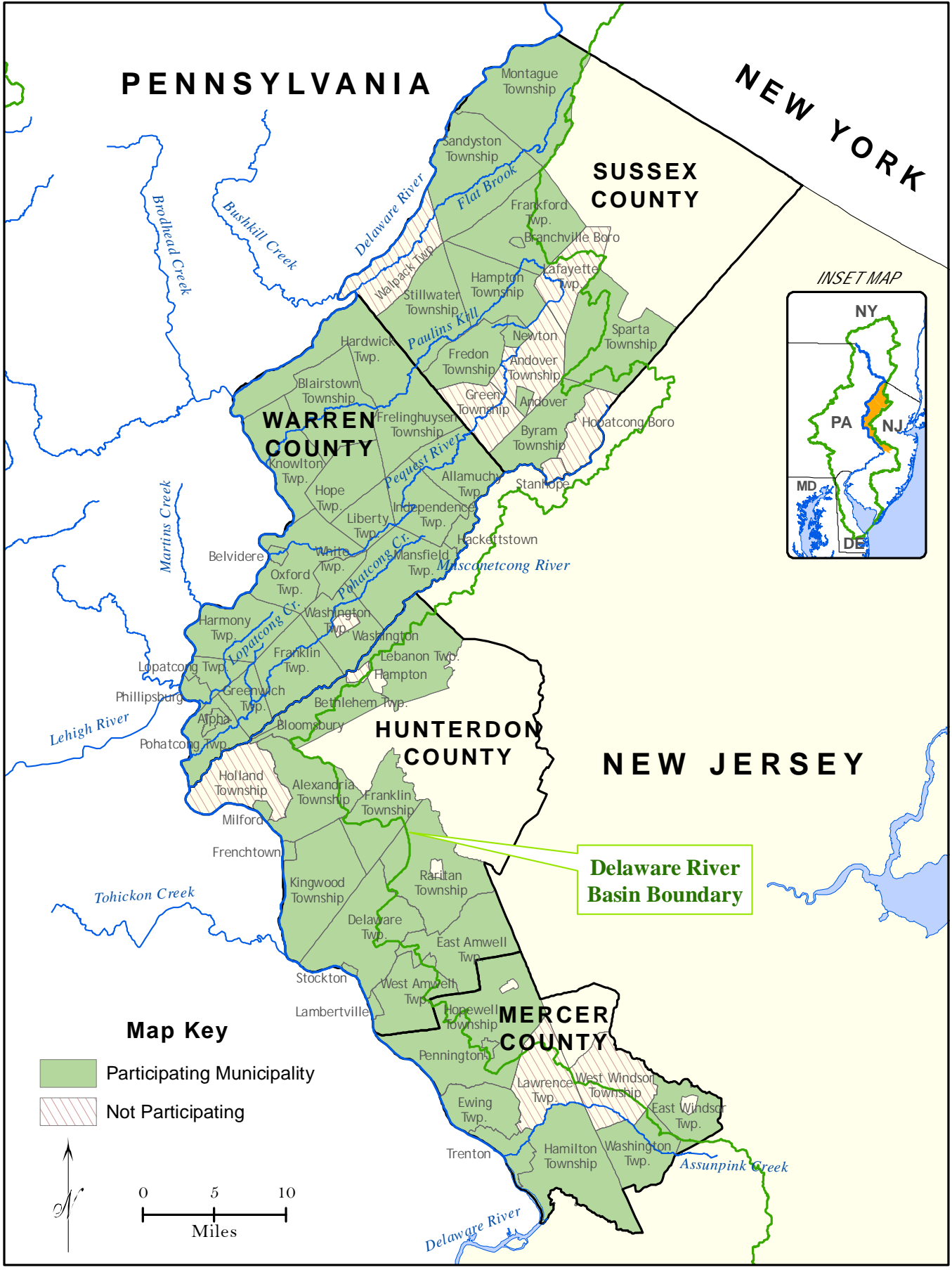
7:00 - 9:00 p.m.

Warren County Dept. of Public Safety
1024 Route 57
Washington, N.J.

Why is this important? Municipalities nationwide are required to prepare flood and/or all hazards mitigation plans in order to qualify for disaster mitigation funding from the Federal Emergency Management Agency (FEMA). This planning initiative formed to combine the resources of state and county agencies to assist municipalities in completing the required planning process.

Who's involved? This planning initiative includes local municipalities, county emergency management and planning departments, the Delaware River Basin Commission (DRBC), the New Jersey Department of Environmental Protection (NJDEP) and the New Jersey Office of Emergency Management (NJOEM). To date, 53 municipalities are actively participating.





PENNSYLVANIA

NEW YORK

SUSSEX COUNTY

WARREN COUNTY

HUNTERDON COUNTY

NEW JERSEY

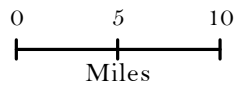
MERCER COUNTY

INSET MAP



Map Key

- Participating Municipality
- Not Participating



Delaware River Basin Boundary

Lehigh River

Tohickon Creek

Delaware River

Assunpink Creek

Pequest River

Masanutcong River

Liberty Twp.

Independence Twp.

White Twp.

Oxford Twp.

Washington Twp.

Franklin Twp.

Lebanon Twp.

Hampton Twp.

Bethlehem Twp.

Bloombury Twp.

Alpha Twp.

Greenwich Twp.

Lopatcong Twp.

Phillipsburg Twp.

Pohatcong Twp.

Holland Twp.

Milford Twp.

Frenchtown Twp.

Kingwood Twp.

Delaware Twp.

Stockton Twp.

West Amwell Twp.

East Amwell Twp.

Hopewell Twp.

Lambertville Twp.

Pennington Twp.

Lawrence Twp.

West Windsor Twp.

East Windsor Twp.

Washington Twp.

Hamilton Twp.

Trenton Twp.

Ewing Twp.

Montague Twp.

Sandyston Twp.

Flat Brook Twp.

Frankford Twp.

Branchville Boro.

Lafayette Twp.

Newton Twp.

Andover Twp.

Green Twp.

Byram Twp.

Hopatcong Boro.

A Multi-Jurisdictional Flood Mitigation Plan for the Non-Tidal N.J. Portion of the Delaware River Basin

Mitigation Goals:

Well defined goals will lead to effective actions.

Overall Goal:

“To make the Delaware River Basin more disaster resistant by reducing the long-term risks to loss of life and property damage from flooding. The aim is to build sustainable communities that, when confronted by a natural disaster, will sustain fewer losses and recover more quickly.”

State of New Jersey Hazard Mitigation Plan

The following state goals were developed to guide the selection of activities to mitigate and reduce potential losses:

1. Protect Life
2. Protect Property
3. Promote a Sustainable Economy
4. Protect the Environment
5. Increase Public Preparedness

Examples of Common Goals:

1. Increase the coordination and cooperation among intergovernmental entities in carrying out hazard mitigation
2. Heighten public awareness and support for hazard mitigation
3. Protect and promote public health and safety
4. Safeguard critical public facilities and infrastructure
5. Protect existing and new development
6. Promote growth in a sustainable manner
7. Support natural resource protection

Examples of Municipal Specific Goals:

1. Educate our citizens regarding flood risk, sustainable development, disaster preparedness and hazard mitigation opportunities
2. Maintain emergency access to all township residents and critical facilities
3. Mitigate a specific critical facility and/or infrastructure and promote reliability and maintenance of operations during a flood event
4. Reduce flood damages along __ (specific area prone to flood damages)
5. Reduce flood loss to promote and maintain a stable tax base
6. Promote measures to ensure that development will not put people in harm's way or increase threats to existing properties
7. Ensure training for local officials and enforcement of existing ordinances, codes and regulations

A Multi-Jurisdictional Flood Mitigation Plan for the Non-Tidal N.J. Portion of the Delaware River Basin

Suggestions for how to form your *Local Mitigation Planning Committee*

The Committee that you form should include individuals who are knowledgeable about local conditions. You will need to be able to characterize the impacts of past flood events on your community, describe how your existing land use planning addresses potential impacts of flooding in your community, identify your critical facilities and evaluate what local flood mitigation actions you desire to be implemented in your community. Possible mitigation actions may include: Acquisition and elevation programs, stormwater improvements, structural projects, flood preparedness/warning, strengthening of local floodplain or other regulations and public information/community outreach. More guidance on the types of actions that can be included in the plan will be given as the planning process progresses.

The individuals who you choose to be on your local committee may vary greatly from town to town. We understand that time and dollar constraints may prohibit some members from being actively involved in every meeting, but we strongly advise that you seek the knowledge and advice of your local experts when filling out portions of the questionnaire and composing your list of desired local mitigation actions. There is no set requirement of who should be included in your local flood mitigation committee, but some suggested individuals include the following:

- Local Emergency Management Coordinator
- Local Floodplain Administrator
- Stormwater Management Coordinator
- Public Works Supervisor
- Building Code Official
- Planning Board Member
- Zoning Board Member
- Flooded property owners
- Local Historians
- Residents/Business Owners
- Members of your Governing Body
- Administrator/Mayor
- Municipal Engineer
- Municipal Planner

Municipal Questionnaire for the Flood Mitigation Plan

This questionnaire asks for information on your community and its flood hazard. Please fill out the questionnaire as completely as possible. We encourage you to discuss this questionnaire with others in your community to provide the most accurate information. This can include your Local Emergency Management Coordinator, Public Works Supervisor, Floodplain Administrator (as identified in your Flood Damage Prevention Ordinance), Building Code Official, Planner, Engineer, Administrator/Mayor, Residents, etc.

This questionnaire should be the initial focus of your newly formed local flood mitigation planning committee. Completion of the questionnaire is necessary to communicate local knowledge and conditions to the overall regional plan. We will need to get this completed questionnaire back from your community by January 26th to remain on schedule. An electronic copy of the questionnaire is available online at www.drbc.net. Thank you for your input.

Due Date: Friday, January 26, 2007

Format: Email or Hard Copy (Fax or Mail)

Contact: Greg Westfall, (732) 537-6054
Laura Tessieri, (609) 883-9500 ext.304

Mailing Address: Delaware River Basin Commission
Attn: Laura Tessieri
PO Box 7360, 25 State Police Drive
West Trenton, NJ
08628-0360

Fax: (609) 883-9522, Attn: Laura

E-Mail: njfloodmit@drbc.state.nj.us

Please provide a copy of your municipal Flood Damage Prevention Ordinance, a tax map delineating the areas impacted by each flood event and a map of your evacuation routes with the submission of this questionnaire. If you are submitting the questionnaire electronically, please feel free to submit the ordinance and maps either by email or under separate copy by mail.

Municipality Name: _____

County: _____

Flood Hazard Information; History:

Please indicate the major floods that have impacted your community:

- June 2006
- April 2005
- September 2004, Ivan
- September 1999, Floyd
- Other: _____
- My community is not impacted by flooding.

If possible, please delineate the area impacted by each event on a tax map and submit with this questionnaire.

For each event marked above, please answer the following set of questions:

Event #1 (most recent): _____

What is the source(s) of the water which caused the flooding in your municipality?

- Delaware River
- Delaware River Tributaries (please specify): _____
- D&R Canal
- Other (please specify): _____

What areas of your municipality were impacted? (Please include description with street names):

What percentage of your municipality was impacted?

- No developed area impacted
- Less than 25% of developed area impacted
- Less than 50% of developed area impacted
- Less than 75% of developed area impacted
- Over 75% of developed area impacted

How would you characterize the area impacted?

Predominant ownership type:

- Public
- Private

Predominant land use:

- Residential
- Commercial
- Industrial
- Agricultural
- Non-profit
- Government
- Education
- Industrial

Estimated number and type of structures with basement damage: _____

Estimated number and type of structures with first floor damage: _____

Average assessed value of structures: _____

Average age of structures: _____

Predominant structural type:

- | | | |
|---|--|---|
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Wood frame | <input type="checkbox"/> Mixed structure type |
| <input type="checkbox"/> Brick or block | <input type="checkbox"/> Mobile or temporary | <input type="checkbox"/> Other |

Were any critical facilities or historic structures affected? (Critical facilities include hospitals and other medical facilities, police and fire stations, emergency operations centers, government and public buildings, and institutions with vulnerable populations such as colleges, schools, hospitals and nursing homes.)

- Yes No

If yes, please list: _____

Utility service present in neighborhood:

- | | | |
|--|--|--|
| <input type="checkbox"/> Power – above grade elec. | <input type="checkbox"/> Sewer – community sewer | <input type="checkbox"/> Communications – cell service |
| <input type="checkbox"/> Power – below grade elec. | <input type="checkbox"/> Sewer – individual septic | <input type="checkbox"/> Communications – cable TV |
| <input type="checkbox"/> Water – community system | <input type="checkbox"/> Phone – above grade telephone | <input type="checkbox"/> Gas – natural gas pipeline |
| <input type="checkbox"/> Water – individual well | <input type="checkbox"/> Phone – below grade telephone | <input type="checkbox"/> Gas – propane/LPG |

What has been the impact of this flood event on infrastructure (roads, bridges, lift stations, etc)?

What was the impact of this flood event on health & safety?

- Health & safety were not impacted
- Few injuries / no fatalities
- Many injuries/ no fatalities
- Fatalities occurred
- Other, please describe: _____

What has been the environmental impact of this flood event?

- Little or no environmental damage
- Resources damaged w/short-term recovery practical
- Resources damaged w/long-term recovery feasible
- Resources destroyed beyond recovery

Please describe the environmental impact of this flood event on your community:

What has been the economic impact of this flood event on your community?

- No economic impact
- Low direct and/or indirect costs
- Low direct and high indirect costs
- High direct and low indirect costs
- High direct and high indirect costs

Please describe the economic impact of this flood event on your municipality and its tax base.

Event #2: _____

What is the source(s) of the water which caused the flooding in your municipality?

- | | |
|---|---|
| <input type="checkbox"/> Delaware River | <input type="checkbox"/> Delaware River Tributaries (please specify): _____ |
| <input type="checkbox"/> D&R Canal | <input type="checkbox"/> Other (please specify): _____ |

What areas of your municipality were impacted? (Please include description with street names):

What percentage of your municipality was impacted?

- No developed area impacted
- Less than 25% of developed area impacted
- Less than 50% of developed area impacted
- Less than 75% of developed area impacted
- Over 75% of developed area impacted

How would you characterize the area impacted?

Predominant ownership type:

- Public
- Private

Predominant land use:

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Government |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Education |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Industrial |

Estimated number and type of structures with basement damage: _____

Estimated number and type of structures with first floor damage: _____

Average assessed value of structures: _____

Average age of structures: _____

Predominant structural type:

- | | | |
|---|--|---|
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Wood frame | <input type="checkbox"/> Mixed structure type |
| <input type="checkbox"/> Brick or block | <input type="checkbox"/> Mobile or temporary | <input type="checkbox"/> Other |

Were any critical facilities or historic structures affected?

- Yes No

If yes, please list: _____

Utility service present in neighborhood:

- | | | |
|--|--|--|
| <input type="checkbox"/> Power – above grade elec. | <input type="checkbox"/> Sewer – community sewer | <input type="checkbox"/> Communications – cell service |
| <input type="checkbox"/> Power – below grade elec. | <input type="checkbox"/> Sewer – individual septic | <input type="checkbox"/> Communications – cable TV |
| <input type="checkbox"/> Water – community system | <input type="checkbox"/> Phone – above grade telephone | <input type="checkbox"/> Gas – natural gas pipeline |
| <input type="checkbox"/> Water – individual well | <input type="checkbox"/> Phone – below grade telephone | <input type="checkbox"/> Gas – propane/LPG |

What has been the impact of this flood event on infrastructure (roads, bridges, lift stations, etc)?

What was the impact of this flood event on health & safety?

- Health & safety were not impacted
- Few injuries / no fatalities
- Many injuries/ no fatalities
- Fatalities occurred
- Other, please describe: _____

What has been the environmental impact of this flood event?

- Little or no environmental damage
- Resources damaged w/short-term recovery practical
- Resources damaged w/long-term recovery feasible
- Resources destroyed beyond recovery

Please describe the environmental impact of this flood event on your community:

What has been the economic impact of this flood event on your community?

- No economic impact
- Low direct and/or indirect costs
- Low direct and high indirect costs
- High direct and low indirect costs
- High direct and high indirect costs

Please describe the economic impact of this flood event on your municipality and its tax base.

Event #3: _____

What is the source(s) of the water which caused the flooding in your municipality?

- Delaware River
- Delaware River Tributaries (please specify): _____
- D&R Canal
- Other (please specify): _____

What areas of your municipality were impacted? (Please include description with street names):

What percentage of your municipality was impacted?

- No developed area impacted
- Less than 25% of developed area impacted
- Less than 50% of developed area impacted
- Less than 75% of developed area impacted
- Over 75% of developed area impacted

How would you characterize the area impacted?

Predominant ownership type:

- Public
- Private

Predominant land use:

- Residential
- Commercial
- Industrial
- Agricultural
- Non-profit
- Government
- Education
- Industrial

Estimated number and type of structures with basement damage: _____

Estimated number and type of structures with first floor damage: _____

Average assessed value of structures: _____

Average age of structures: _____

Predominant structural type:

- Concrete
- Brick or block
- Wood frame
- Mobile or temporary
- Mixed structure type
- Other

Were any critical facilities or historic structures affected?

- Yes
- No

If yes, please list: _____

Utility service present in neighborhood:

- Power – above grade elec.
- Power – below grade elec.
- Water – community system
- Water – individual well
- Sewer – community sewer
- Sewer – individual septic
- Phone – above grade telephone
- Phone – below grade telephone
- Communications – cell service
- Communications – cable TV
- Gas – natural gas pipeline
- Gas – propane/LPG

What has been the impact of this flood event on infrastructure (roads, bridges, lift stations, etc)?

What was the impact of this flood event on health & safety?

- Health & safety were not impacted
- Few injuries / no fatalities
- Many injuries/ no fatalities
- Fatalities occurred
- Other, please describe: _____

What has been the environmental impact of this flood event?

- Little or no environmental damage
- Resources damaged w/short-term recovery practical
- Resources damaged w/long-term recovery feasible
- Resources destroyed beyond recovery

Please describe the environmental impact of this flood event on your community:

What has been the economic impact of this flood event on your community?

- No economic impact
- Low direct and/or indirect costs
- Low direct and high indirect costs
- High direct and low indirect costs
- High direct and high indirect costs

Please describe the economic impact of this flood event on your municipality and its tax base.

Event #4: _____

What is the source(s) of the water which caused the flooding in your municipality?

- Delaware River
- D&R Canal
- Delaware River Tributaries (please specify): _____
- Other (please specify): _____

What areas of your municipality were impacted? (Please include description with street names):

What percentage of your municipality was impacted?

- No developed area impacted
- Less than 25% of developed area impacted
- Less than 50% of developed area impacted
- Less than 75% of developed area impacted
- Over 75% of developed area impacted

How would you characterize the area impacted?

Predominant ownership type:

- Public
- Private

Predominant land use:

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Government |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Education |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Industrial |

Estimated number and type of structures with basement damage: _____

Estimated number and type of structures with first floor damage: _____

Average assessed value of structures: _____

Average age of structures: _____

Predominant structural type:

- | | | |
|---|--|---|
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Wood frame | <input type="checkbox"/> Mixed structure type |
| <input type="checkbox"/> Brick or block | <input type="checkbox"/> Mobile or temporary | <input type="checkbox"/> Other |

Were any critical facilities or historic structures affected?

- Yes No

If yes, please list: _____

Utility service present in neighborhood:

- | | | |
|--|--|--|
| <input type="checkbox"/> Power – above grade elec. | <input type="checkbox"/> Sewer – community sewer | <input type="checkbox"/> Communications – cell service |
| <input type="checkbox"/> Power – below grade elec. | <input type="checkbox"/> Sewer – individual septic | <input type="checkbox"/> Communications – cable TV |
| <input type="checkbox"/> Water – community system | <input type="checkbox"/> Phone – above grade telephone | <input type="checkbox"/> Gas – natural gas pipeline |
| <input type="checkbox"/> Water – individual well | <input type="checkbox"/> Phone – below grade telephone | <input type="checkbox"/> Gas – propane/LPG |

What has been the impact of this flood event on infrastructure (roads, bridges, lift stations, etc)?

What was the impact of this flood event on health & safety?

- Health & safety were not impacted
- Few injuries / no fatalities
- Many injuries/ no fatalities
- Fatalities occurred
- Other, please describe: _____

What has been the environmental impact of this flood event?

- Little or no environmental damage
- Resources damaged w/short-term recovery practical

- Resources damaged w/long-term recovery feasible
- Resources destroyed beyond recovery

Please describe the environmental impact of this flood event on your community:

What has been the economic impact of this flood event on your community?

- No economic impact
- Low direct and/or indirect costs
- Low direct and high indirect costs
- High direct and low indirect costs
- High direct and high indirect costs

Please describe the economic impact of this flood event on your municipality and its tax base.

Flood Hazard Information; Location of Repetitive Loss Properties:

Do you know the location of repetitive loss properties (RLPs) in your community? (*A repetitive loss property is defined as a property that has had two or more flood insurance claims of more than \$1,000 in a span of ten years.*)

- Yes
- No
- There are none

Do you know the location of severe repetitive loss properties in your community? (*A severe repetitive loss property is defined as a property that has had four or more flood insurance claims of more than \$5,000 in a span of ten years.*)

- Yes
- No
- There are none

If the locations of RLPs and Severe RLPs are known in your community, please compare the locations and number of known properties to the Repetitive Loss maps created by DRBC using FEMA data.

Do the maps presented to your community accurately portray the known repetitive loss properties in your community?

- Yes
- RLPs are underestimated
- RLPs are overestimated
- Severe RLPs are underestimated
- Severe RLPs are overestimated

If the maps presented to your community do not accurately portray the known repetitive loss properties in your community, please complete the following:

Number of known Repetitive Loss Properties: _____

Number of known Severe Repetitive Loss Properties: _____

Date of Information: _____

Flood Hazard Information; Critical Facilities:

To complete the vulnerability assessment required by FEMA, it is necessary that we obtain a list of your community's critical facilities. The facilities will be mapped using GIS; their location to the floodplain and their vulnerability to different flood events will be determined. Critical facilities include hospitals and other medical facilities, police and fire stations, emergency operations centers, government and public buildings, and institutions with vulnerable populations such as colleges, schools, hospitals and nursing homes. We will be in contact with your local liaison to designate a specified format for transmission of this information. The accuracy of the Flood Mitigation Plan and its vulnerability assessment is dependant on the local data you provide. Thank you.

Municipal Capability Assessment; Land Use Planning and the Potential for Flood Mitigation:

Please list the most recent date of adoption for your Master Plan: _____

Does your Master Plan recognize and address potential impacts of flooding in your community?

Yes No

If so, please describe how: _____

Are there any policies or goals in your Master Plan that articulate how your community plans to manage/minimize the impacts of flooding? If yes, please describe: _____

Do Open Space and Farmland Preservation programs in your community recognize and address existing and potential impacts of flooding?

Yes No

If yes, please describe how: _____

Do your Land Use/Zoning ordinances recognize and address existing and potential impacts of flooding?

Yes No

If yes, please describe how: _____

Has your municipality enacted a Stream Corridor or other Buffer Ordinance?

Yes No

If yes, please describe and relate how the ordinance is designed to mitigate flooding impacts:

Does your municipality have other ordinances enacted in your municipality to help mitigate flooding impacts? (e.g. Woodland Conservation, Steep Slopes, Stormwater Management)

Yes No

If yes, please list: _____

Municipal Capability Assessment; The National Flood Insurance Program

Does your community participate in the National Flood Insurance Program (NFIP)?

Yes No

If so, please list your NFIP Community Number: _____

What was the date of your last Community Assistance Program visit from a FEMA representative? _____

We have access to the most recent FEMA flood maps available for your community. If you have more recent or additional mapping for your community, please provide the names and dates of any additional reports and kindly provide us with a copy.

If you have additional detailed mapping, please list the name and date of each source: _____

Please provide a copy of your municipal Flood Damage Prevention Ordinance with your submission of this questionnaire (either by electronic copy or by mail).

Are you aware that effective local enforcement of a flood prevention ordinance is a requirement for citizens in your municipality to continue to be eligible for flood insurance?

Yes No

If yes, please describe what your community has been doing to provide effective local enforcement: _____

Is your community under a Department of Community Affairs (DCA) review/permit arrangement?

Yes No

Please indicate the name and title of the person who administers your floodplain ordinance: *(They are identified in your local flood damage prevention ordinance)*

Name: _____

Title: _____

In your community, what is (are) the role(s) of the local floodplain administrator?

- | | |
|---|--|
| <input type="checkbox"/> Development review | <input type="checkbox"/> Planning Board Assistance |
| <input type="checkbox"/> Enforcement | <input type="checkbox"/> Emergency Management |
| <input type="checkbox"/> Building Permit review | |

How long has the current occupant held the position of the local floodplain administrator?

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Less than one year | <input type="checkbox"/> 10-15 years |
| <input type="checkbox"/> 1-5 years | <input type="checkbox"/> 15-20 years |
| <input type="checkbox"/> 6-10 years | <input type="checkbox"/> 20+ years |

Has your floodplain administrator completed formal training related to floodplain management?

Yes No

If yes, please describe type of training: _____

The Association of State Floodplain Managers (ASFPM) established the Certified Floodplain Manager (CFM) Program in 1999. The emphasis of the CFM program is to ensure that floodplain managers know and understand the standards of the National Flood Insurance Program and have access to the tools to implement these standards at the local level.

Is your community familiar with the Certified Floodplain Manager (CFM) program?

Yes No

Would your community like further information on the CFM program?

Yes No

An elevation certificate is often required to ensure compliance with your Flood Damage Prevention Ordinance, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment or Revision (LOMA or LOMR). An Elevation Certificate documents the Base Flood Elevation in comparison to the structure's lowest floor. This is an important record for you to keep with your building permits.

Do you maintain a registry of elevation certificates at the local level?

Yes No

If yes, who maintains the registry? _____

The Community Rating System (CRS) is a voluntary feature within the National Flood Insurance Program (NFIP) providing an incentive for communities to reduce flood insurance premiums by exceeding minimum NFIP floodplain management standards.

Does your community participate in the NFIP Community Rating System (CRS)?

Yes No

If yes, what is your CRS Rating: _____

Would your community like further information on the NFIP Community Rating System?

Yes No

Municipal Capability Assessment; Other Flood Mitigation Capabilities

Does your community have any ongoing or completed property elevations?

Yes No

Number of properties: _____

Date Started: _____

Funded by: _____

Does your community have any ongoing or completed property acquisitions?

Yes No

Number of properties: _____

Date Started: _____

Funded by: _____

Are any of the homeowners or businesses in your community interested in being acquired or elevated?

Yes No

If there is interest, please elaborate on the type and number of interested parties and describe any obstacles you are aware of: _____

Does your community have any structural flood control measures currently in place?

Yes No

If yes, please describe: _____

If you have flood control measures in place, from what agency(ies) has your municipality received technical/financial assistance for flood mitigation?

- Federal Emergency Management Agency (FEMA)
- U.S. Army Corps of Engineers
- USDA Natural Resources Conservation Service (NRCS)
- New Jersey Department of Environmental Protection
- New Jersey Office of Emergency Management
- Other, Please list: _____
- None

Municipal Capability Assessment; Emergency Response:

Does your community have an Emergency Response Plan?

Yes No

Does your community have published evacuation routes?

Yes No

If yes, please provide a copy when you return this questionnaire.

Please describe the need and procedures for warning and evacuating residents and visitors:

Does your community use a Reverse 911 notification system to notify its residents of an impending flood?

Yes No

If yes, please describe: _____

If no, are you interested in such a notification system? _____

Municipal Capability Assessment; Other:

Do your municipal officials have internet access/email? Yes No

Do you have full-time employees? Yes No

If so, how many?
part-time employees? Yes No

If so, how many?

Do you rely on volunteers for emergency/ hazard management planning? Yes No

Your Local Mitigation Planning Team:

Please provide some information on how your community formed a Local Flood Mitigation Planning Committee (*a municipal requirement of this planning initiative*)

Please indicate if your Local Flood Mitigation Planning Committee includes representation from any of the following (the following are suggested members only, not required):

- Local Emergency Management Coordinator Yes No
- Local Floodplain Administrator Yes No
- Stormwater Management Coordinator Yes No
- Planning Board Member Yes No
- Zoning Board Member Yes No
- Flooded property owners Yes No
- Governing Body Yes No
- Municipal Engineer Yes No
- Other (please specify) _____

Please list the members of your Local Flood Mitigation Planning Committee:

Name	Title	Name	Title

As your committee moves forward, please keep records of all meeting dates, notes and other appropriate information. This documentation is a requirement of FEMA. The following is a summary of requirements that your local committee will need to meet.

Please list any existing local plans, ordinances, studies or reports that your committee plans to review prior to compiling a list of desired local flood mitigation actions: _____

If your committee reaches out to any neighboring communities, agencies, businesses, academia, nonprofits or other interested parties, please keep track of all correspondence. If you already know of some stakeholders that you plan to reach out to, please list: _____

Your community will need to publish notice of your municipality’s intent to prepare a Flood Mitigation Plan. Please keep track of where and when this notice will be published. If you know the information at this date, please list: _____

The project will be providing a questionnaire that will need to be distributed to residents that have been flooded or are known to be in flood prone areas. If your committee has thoughts about how it will distribute, collect and summarize the prepared questionnaire, please describe: (e.g. CERT teams, local volunteers) _____

Your community will be required to schedule time for public comment at two meetings; once during the drafting stage and another once a working draft of the document has been completed. Please keep record of the dates and comments provided at the public meetings. Your committee will be asked to summarize the public comment received and take it into account when developing local mitigation actions.

Training will be provided to help you develop your flood mitigation goals to reduce or avoid long-term vulnerabilities of your community to flooding. If your committee has an idea of some of your goals at this point, please list. _____

Please detail any flood risk or flood impact that you feel is unique to your municipality: _____

It is highly recommended that your committee keep a working list of desired local flood mitigation actions that may arise as you complete this questionnaire. This list will prove useful as your committee works to finalize a detailed list at a later date.

Future Contact Information:

Please identify and provide the following information for your municipality:

Position	Name	E-mail	Phone
Local Emergency Management Coordinator	_____	_____	_____
Local Floodplain Administrator	_____	_____	_____
Local Code Enforcement Official	_____	_____	_____

Room for Additional Comments:

THANK YOU!

FINAL Municipal Worksheet

Due Wednesday, October 31, 2007

To: Laura Tessieri fax (609) 883-9522 or Laura.Tessieri@drbc.state.nj.us
(If you would like this form or your current Municipal Profile in electronic form to aid you in compiling this final submission, please let me know.)

& Frank Wheatley, Emergency Management Coordinator
Warren County Department of Public Safety
Office of Emergency Management
1024 Route 57
Washington, NJ 07882

Telephone: (908) 835-2051
Fax: (908) 835-2063
Email: fwheatley@co.warren.nj.us

Municipality Name:

County: Warren

Documentation of your Local Mitigation Planning Team:

Please indicate if your Local Flood Mitigation Planning Committee includes representation from any of the following (the following are suggested members only, not required):

- | | | |
|--|------------------------------|-----------------------------|
| Local Emergency Management Coordinator | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Local Floodplain Administrator | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stormwater Management Coordinator | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Planning Board Member | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Zoning Board Member | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Flooded property owners | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Governing Body | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Municipal Engineer | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other (please specify) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please list the members of your Local Flood Mitigation Planning Committee:

Name	Title	Name	Title

*Please keep records of all meeting dates, notes and other appropriate information. This documentation is a requirement of FEMA.

Please list any existing local plans, ordinances, studies or reports that your committee plans has reviewed prior to compiling a list of desired local flood mitigation actions:

Please list the neighboring communities, agencies, businesses, academia, watershed groups, other nonprofits or other interested parties your committee has reached out to. Please keep track of all correspondence.

Where and when did your committee publish notice of your municipality's intent to prepare a Flood Mitigation Plan?

Date of your first Meeting at which you allowed public comment?

How did you distribute the prepared flood prone resident questionnaire? (e.g. CERT teams, local volunteers, newsletter, etc.)

How many responses did you receive?

Please summarize public comment received from Public Meeting and Questionnaire:

Please identify your municipal specific flood mitigation goals:

Please detail any flood risk or flood impact that you feel is unique to your municipality:

Prepared by:

Name

Title

Telephone

MITIGATION ACTIONS

Name of Jurisdiction

County Name

ACTION 1:

Description/Background:

Hazard:

Existing or new assets:

Existing mechanism through which action will be implemented:

Responsible Organization:

Target Completion Date:

Estimated Cost:

Potential Funding Sources:

Priority:

ACTION 2:

Description/Background:

Hazard:

Existing or new assets:

Existing mechanism through which action will be implemented:

Responsible Organization:

Target Completion Date:

Estimated Cost:

Potential Funding Sources:

Priority:

ACTION 3:

Description/Background:

Hazard:

Existing or new assets:

Existing mechanism through which action will be implemented:

Responsible Organization:

Target Completion Date:

Estimated Cost:

Potential Funding Sources:

Priority:

ACTION 4:

Description/Background:

Hazard:

Existing or new assets:

Existing mechanism through which action will be implemented:

Responsible Organization:

Target Completion Date:

Estimated Cost:

Potential Funding Sources:

Priority:

ACTION 5:

Description/Background:

Hazard:

Existing or new assets:

Existing mechanism through which action will be implemented:

Responsible Organization:

Target Completion Date:

Estimated Cost:

Potential Funding Sources:

Priority:

ACTION 6:

Description/Background:

Hazard:

Existing or new assets:

Existing mechanism through which action will be implemented:

Responsible Organization:

Target Completion Date:

Estimated Cost:

Potential Funding Sources:

Priority:

ACTION 7:

Description/Background:

Hazard:

Existing or new assets:

Existing mechanism through which action will be implemented:

Responsible Organization:

Target Completion Date:

Estimated Cost:

Potential Funding Sources:

Priority:

A Multi-Jurisdictional Flood Mitigation Plan for the Non-Tidal N.J. Portion of the Delaware River Basin

Sample Language for Public Notice:

Intent: To publish notice of your municipality's intent to prepare a Flood Mitigation Plan and to encourage public participation and comment.

When to Publish Notice? Prior to First Public Meeting

Requirement: Publish notice in a Town Newsletter or Local Paper.

Additional Suggestions: Post flyers in local library, municipal building, etc.

ATTENTION!! HAS YOUR PROPERTY BEEN FLOODED?
DO YOU LIVE IN THE FLOODPLAIN?

If so, the **Town of Belvidere** would like to hear from you. There is currently a regional planning initiative underway to complete a Flood Mitigation Plan for 64 municipalities within Hunterdon, Mercer, Sussex, and Warren counties located within the Delaware River watershed. The partnership includes county emergency management and planning departments, the Delaware River Basin Commission (DRBC), the New Jersey Department of Environmental Protection (NJDEP) and, and the New Jersey Office of Emergency Management (NJOEM). The purpose of this initiative is to reduce future flood loss and make local municipalities eligible for cost-shared federal funds made available through FEMA's flood mitigation assistance program.

A public hearing will be held on _____ at ___ p.m. at _____, to receive your input regarding the development of the flood mitigation plan. We would like to hear your suggestions for local mitigation actions that would reduce future flood damage. The Local Mitigation Planning Committee, which includes representatives of the flooded property owners, the Engineering Department, Office of Emergency Management and others, is representing our municipality in a regional planning initiative and is guiding the development of the plan.

For more information on the planning initiative, please visit www.drbc.net.

ATTENTION!! HAS YOUR PROPERTY BEEN FLOODED? DO YOU LIVE IN THE FLOODPLAIN?

If so, the **Town of Belvidere** requests your help. Please complete the attached brief questionnaire to assist the Local Mitigation Planning Committee in developing appropriate local mitigation actions for the town. Also please pass this information on to a neighbor if you are aware that they have been impacted by flooding

A public hearing will be held on _____ at ____ p.m. at _____, to receive your input regarding the development of a flood mitigation plan. Our Local Mitigation Planning Committee, which includes representatives of flooded property owners, the Engineering Department, Office of Emergency Management and others, is representing our municipality in a regional planning initiative and is guiding the development of the plan.

Please mail this survey by _____, drop it off in person, or bring it with you to the public meeting.

Thank you for your participation in this initiative, which may serve to assist the municipality in helping those residents whose homes or structures have been impacted by flooding.

Town of Belvidere
691 Water St.
Belvidere, NJ 07823

SAMPLE DOCUMENT ONLY

To customize, please access the form online.

PLACE
STAMP
HERE

Town of Belvidere
691 Water St.
Belvidere, NJ 07823

Attn: Susan Reeder, Emergency Management Coordinator

The regional planning initiative will complete a Flood Mitigation Plan for 64 municipalities within Hunterdon, Mercer, Sussex, and Warren counties located within the Delaware River watershed. The partnership includes county emergency management and planning departments, the Delaware River Basin Commission (DRBC), the New Jersey Department of Environmental Protection (NJDEP) and, and the New Jersey Office of Emergency Management (NJOEM). The purpose of this initiative is to reduce future flood loss and make local municipalities eligible for cost-shared federal funds made available through FEMA's flood mitigation assistance program.

For more information, please visit www.drbc.net



Municipality:

County:

Property Owner Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

1. What is the age of your home/business? _____

2. Have you sustained flood damage to your property?

Yes No

3. If so, please indicate the floods that have impacted your property:

June 2006

April 2005

September 2004, Ivan

September 1999, Floyd

Other: _____

4. Please check all that you have experienced:

Basement Damage

First Floor Damage

5. What is the source of the water which caused the flooding?

Delaware River

Tributary (Please name)

Localized Flooding

6. Please describe the extent of your damages.

7. How much did the damage cost you?

8. Did you have flood insurance at the time?

Yes No

9. Did that help cover some of the costs?

Yes No

10. Do you currently have flood insurance?

Yes No

11. How long have you had flood insurance? _____

12. Is your property characterized by FEMA as a Repetitive Loss Property?

Yes No

13. Is your property characterized by FEMA as a Severe Repetitive Loss Property?

Yes No

14. Do you know who your local floodplain administrator is?

Yes No

15. Are you interested in any of the following:

Acquisition

Elevation

Elevation of Utilities

16. Do you have any suggestions for local mitigation actions to reduce local flood damages?

(Definition: A repetitive loss property is defined by FEMA as a property that has had two or more flood insurance claims of more than \$1,000 in a span of ten years. A severe repetitive loss property is defined as a property that has had four or more flood insurance claims of more than \$5,000 in a span of ten years or when there are 2 or more losses where the building payments exceed the property value.)

Sample STAPLEE ACTION EVALUATION TABLE: Town A

Alternative Actions	STAPLEE Criteria Considerations																						
	+ Favorable - Less favorable N Not Applicable																						
	S (Social)		T (Technical)			A (Administrative)			P (Political)			L (Legal)			E (Economic)			E (Environmental)					
Community Acceptance	Effect on Segment of Population	Technically Feasible	Long-Term Solution	Secondary Impacts	Staffing	Funding Allocation	Maintenance/Operations	Political Support	Local Champion	Public Support	State Authority	Existing Local Authority	Potential Legal Challenge	Benefit of Action	Cost of Action	Contributes to Economic Goals	Outside Funding Required	Effect on Land/ Water	Effect on Endangered Species	Effect on HAZMAT/Waste Sites	Consistent with Community Environmental Goals	Consistent with Federal Laws	
Action 2.1.1: Bridge Replacement	+	N	+	+	+	+	+	-	+	+	+	+	+	N	+	+	+	N	+		+	+	+
Action 2.1.2: Property Acquisition	-	-	+	+	+	-	-	-	-	-	+	+	+	+	+	-	-	-	+	+	+	+	+
Action 2.3.1: Elevate critical facility (hospital)	+	+	-	+	-	-	-	+	+	+	+	+	+	+	-	+	-	+	+	N	+	+	+
Action 5.3.1: Public awareness program on local TV channel	+	+	+	+	+	-	-	-	+	+	-	+	N	N	+	+	+	-	N	N	N	+	+
Action 1.4.1: Code update	-		N	+	+	-	+	+	+	+	-	+	+	-	+	+	+	+	N	N	N	+	+