



ORANGE COUNTY

FLOODPLAIN DEVELOPMENT PERMIT

Please read through the following information and sign. Any project requiring a FEMA issued LOMA or LOMR shall be processed after written FEMA approvals have been submitted. Provide a site plan of the proposed development.

1. No work of any kind shall commence until a Permit has been issued.
2. The Permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until the Permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance has been issued.
5. The Permit will expire if no work is commenced within six (6) months of issuance.
6. Applicant is hereby informed that other Permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant hereby gives consent to the Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance with the Permit.
8. I CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

(Applicant's Signature) _____ DATE _____

NAME

ADDRESS

TELEPHONE

APPLICANT

BUILDER

ENGINEER/SURVEYOR

Property Address: _____

TMBL: _____ PIN: _____

DESCRIPTION OF WORK (Check the appropriate boxes.)

- A. **STRUCTURAL DEVELOPMENT**
- | ACTIVITY | STRUCTURE TYPE |
|---|----------------|
| <input type="checkbox"/> New Structure | |
| <input type="checkbox"/> Addition | |
| <input type="checkbox"/> Alteration | |
| <input type="checkbox"/> Relocation | |
| <input type="checkbox"/> Deconstruction | |
| <input type="checkbox"/> Replacement | |
| <input type="checkbox"/> Single Family Residential | |
| | |
| <input type="checkbox"/> Two (2) or More Residential Units in the Structure | |
| <input type="checkbox"/> Non-residential (Flood proofing? Yes or No) | |
| <input type="checkbox"/> Multi Uses | |
| <input type="checkbox"/> Manufactured Home | |

ESTIMATED COST OF PROJECT \$ _____

- B. **OTHER DEVELOPMENT ACTIVITIES**
- Watercourse Alteration associated with bona fide farm operations
 - Approved Stream Restoration and/or Riparian Buffer Restoration Plans
 - Drainage Improvements (Including Culvert Work)
 - Public and Private Street, Driveway, Bridge, or Railroad Construction
 - Subdivision (Major, Minor, Exempt)
 - Public water and sewer lines
 - Above-ground and buried utility lines

All other types of development activities are prohibited.

Submit this form to the Floodplain Administrator for review after completing all of the information requested above.

Staff use only

FLOODPLAIN DETERMINATION (To be completed by the **Floodplain Administrator.**)

The Proposed development is located in FIRM Panel Number _____-___ with an effective date of _____.

The proposed development:

- Is **NOT** located in a Special Flood Hazard Area Overlay District.
- Is partially located in a Special Flood Hazard Area Overlay District, but the building or development is **NOT**.
- Is located in a Special Flood Hazard Area Overlay District, the Base Flood Elevation at the site is _____ feet MSL (NGVD).

The applicant must submit the following documents at a minimum to ensure ordinance compliance checked below before the application can be processed.

- A description of the development under the floodplain development permit issuance.
- The SFHA determination for the proposed development.
- The regulatory flood protection elevation required for the reference level and all attendant utilities and for the protection of all public utilities.
- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.
- All certification submittal requirements with timelines.
- A statement that no fill material shall encroach into the floodway or non-encroachment area of any watercourse, if applicable.
- Specify the minimum foundation opening requirements, if applicable.
- State limitations of below BFE enclosure uses, if applicable, (such as, parking, building access and limited storage only).
- Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of the lowest floor (including basement), types of water-resistant materials used below the first floor, details of flood proofing of utilities located below the first floor, and details of enclosures below the first floor.
- Subdivision or other development plans.
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Change in water elevation (in feet) _____ Meets ordinance limits on elevation increases (Yes or No).
- Top of new compacted fill elevation _____ feet NGVD (MSL)
- Flood proofing protection level (non-residential only) _____ feet NGVD (MSL). For flood proofed structures, applicant must attach certification from registered engineer or architect.
- Certification from a registered engineer that the proposed activity in the Special Flood Hazard Area Overlay District will not result in any increase in the height of the base flood elevation. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted.
- Wetland determination and/or stream determination.
- Neuse River buffer authorization, if applicable.
- Copies of Section 404/401 permits, if applicable.
- Threatened and Endangered Species Survey.
- Erosion control plan approval.

CERTIFICATION REQUIREMENTS (to be completed by the **Applicant**. From Zoning Ordinance Section 14.6.3)

An Elevation Certificate (FEMA Form 81-31) or Flood Proofing Certificate (FEMA Form 81-65) is required after the reference level is completed. Within twenty-one (21) calendar days of establishment of the reference level elevation, or flood proofing, by whatever construction means, whichever is applicable, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, or flood proofing elevation, whichever is applicable (MSL). Said certification shall be prepared by, or under the direct supervision of, a North Carolina licensed professional Land Surveyor or Professional Engineer and certified by them. Any work done within the twenty-one (21) day calendar period and before submission of the certification shall be at the permit holder's risk.

Deficiencies in the documentation shall be corrected by the permit holder immediately and before further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.

A Final As-Built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. Elevation certification shall be prepared by, or under the direct supervision of, a North Carolina licensed professional Land Surveyor or Professional Engineer and certified by the same. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make said corrections required shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

If a manufactured home is placed within a Special Flood Hazard Area Overlay District and the elevation of the chassis is more than thirty-six (36) inches in height, an engineered foundation certification is required.

If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map, drawn to scale, showing the location of the proposed watercourse alteration or relocation.

Certification Exemptions. The following structures, if located within Zone AE, are exempt from the elevation/flood proofing certification requirements specified above: Recreational vehicles; Temporary structures; and Accessory Structures with any dimension that is twelve (12) feet or greater in height, width, or depth.

PERMIT DETERMINATION (to be completed by the **Floodplain Administrator**.)

I have determined that the proposed activity (Is or Is not) in conformance with provisions of Section 6.32.2 of the Zoning Ordinance. The permit is issued subject to the conditions attached to and made part of this Permit.

Signed _____ Date _____

If the proposed activity is in conformance, the Floodplain Administrator may issue a Development Permit.

If the proposed activity is not in conformance, the Floodplain Administrator shall provide a written summary of all deficiencies. Applicant may revise and re-submit an application to the Floodplain Administrator or may request a hearing from the Board of Adjustment.

APPEALS:	Appealed to the Board of Adjustment	Yes	No.
	Hearing Date _____		
	Board of Adjustment Decision	Yes	No.

Reasons/Conditions:

AS BUILT ELEVATIONS (To be submitted by **Applicant** before Certification of Compliance is issued.)

The following information must be provided for structures that are part of this application. A registered professional engineer or a licensed land surveyor must complete this as part of an elevation certificate.

1. Actual (As-Built) Elevation of the top of the lowest floor is ___feet NGVD (MSL).
2. Actual (As-Built) elevation of flood proofing protection is ___feet NGVD (MSL).

COMPLIANCE ACTION (To be completed by the **Floodplain Administrator** as applicable and based on inspection of the project to ensure compliance with Orange County's Zoning Regulations).

INSPECTIONS: DATE _____ BY _____ DEFICIENCIES (Yes No)
 DATE _____ BY _____ DEFICIENCIES (Yes No)
 DATE _____ BY _____ DEFICIENCIES (Yes No)

Certificate of Compliance issued on _____ by _____