



FLOODPLAIN DEVELOPMENT APPLICATION

Town of Elon Planning Department
104 S. Williamson Avenue
Elon, NC 27244
(336) 584-3601

Date Received

Permit Fee

Application Number

**AN ELEVATION CERTIFICATE (FEMA Form 81-31) OR FLOOD PROOFING CERTIFICATE
(FEMA form 81-65) IS REQUIRED FOR DEVELOPMENT WITHIN THE REGULATED FLOODPLAIN.**

APPLICANT INFORMATION

Applicant: _____ **Telephone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Property Owner: _____ **Telephone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

PROPERTY INFORMATION

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Tax Map & Parcel Number: _____ **Total Acreage:** _____ **Township:** _____

Zoning District: _____ **Watershed:** _____ **Subdivision:** _____ **Lot:** _____

FLOOD HAZARD DATA

Property Located Within a Floodway: ☐ Yes ☐ No **Property Located Within a Floodplain:** ☐ Yes ☐ No

The Proposed Development is Located in the FIRM _____ **flood zone.**

FEMA FIRM Panel: _____ **FIRM Effective Date:** _____

PROPOSED DEVELOPMENT

Brief Description of Proposed Project/Development: _____

PROJECT DESCRIPTION (Check all that apply)

A. Structural Development

ACTIVITY

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Replacement |

STRUCTURE TYPE

- | | |
|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Multi-Family |
| <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Manufactured Home |
| <input type="checkbox"/> Non-Residential (Floodproofing? <input type="checkbox"/> Yes <input type="checkbox"/> No) | |

PROPOSED DEVELOPMENT *Continued*

B. Other Development (Check all that apply)

- ☐ Clearing ☐ Fill ☐ Mining ☐ Drilling ☐ Grading ☐ Excavation
- ☐ Watercourse Alteration (Including Dredging & Channel Modifications)
- ☐ Drainage Improvements (Including Culvert Work)
- ☐ Road, Street, or Bridge Construction
- ☐ Individual Water or Sewer System
- ☐ Subdivision (New or Expansion)
- ☐ Other: _____

DEVELOPMENT STANDARDS DATA

1. Base flood elevation (BFE) per FIRM at development site: _____ (NGVD) _____ (NAVD)
2. Regulatory flood elevation at development site (BFE + locally adopted freeboard):
_____ (NGVD) _____ (NAVD)
3. Elevation in relation to mean sea level (MSL) at which the bottom floor (including basement) will be constructed:
_____ (NGVD) _____ (NAVD)
4. Will garage (if applicable) be used for any purpose other than parking vehicles, building access or household storage?
☐ Yes ☐ No
5. Elevation in relation to mean sea level (MSL) above which all utilities (including heating, air conditioning, and electrical equipment) will be installed: _____ (NGVD) _____ (NAVD)
6. Proposed method of elevating the structure: _____
A. If foundation wall is used, provide minimum of 2 openings.
B. Total area of openings required: *1 square inch per square foot of enclosed floor area*
7. Will any watercourse be altered or relocated as a result of the proposed development? ☐ Yes ☐ No
❖ If yes, attach a description of the extent of the alteration or relocation.
8. Flood Proofing information (if applicable):
A. Method of floodproofing: _____
B. Elevation in relation to mean sea level (MSL) to which structure shall be floodproofed:
_____ (NGVD) _____ (NAVD)

SITE PLAN REQUIREMENTS

A site plan must be submitted with the application, **drawn to scale**, which shall include, but is not limited to, the following specific details of the proposed floodplain development:

1. The nature, location, dimensions, and elevations of:
 - The area of the development
 - Existing and proposed structures and infrastructure
 - The location of utility systems
 - Proposed grading/pavement areas/limits of disturbance
 - Fill materials
 - Storage areas
 - Drainage facilities
 - Other proposed development;
2. The boundary of the Special Flood Hazard Area, or a statement that the entire lot is within the Special Flood Hazard Area;
3. Flood zone(s) designation of the proposed development area;
4. The boundary of the floodway(s) or non-encroachment areas;
5. The boundary of the Special Flood Hazard Conservation Area, as delineated on the official Special Flood Hazard Conservation Area Boundary Map, when such boundary crosses the subject property; or a statement that the entire property is entirely within, or outside, as appropriate, the Special Flood Hazard Conservation Area;
6. The Base Flood Elevation, where provided;
7. The old and new locations of any watercourse that will be altered or relocated as a result of proposed development;
8. If floodproofing, back-up plans and an operation/maintenance plan.

FOUNDATION PLAN REQUIREMENTS

A foundation plan must also be submitted with the application, drawn to scale, which shall include details of the proposed foundation system, including, but are not limited to:

1. Proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/piers, etc.);
2. If using solid foundation perimeter walls, details of required openings;
3. The area (in square feet) of the portion of the foundation below the base flood elevation;
4. Proposed use(s) of any enclosed space below the base flood elevation.

Include the following:

- a) Plans and/or details for the protection of public utilities and facilities, such as sewer, gas, electrical, and water systems, located and constructed so as to minimize flood damage;
- b) Copies of all other local, State, and Federal permits required prior to Floodplain Development Permit issuance (i.e. Wetlands, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.).
- c) Documentation for placement of recreational vehicles and/or temporary structures, when applicable, to ensure that provisions of Article 5 of the Flood Damage Prevention Ordinance are being met.

GENERAL PROVISIONS

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until Final Approval is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant gives consent to the Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

SIGNATURES AND ACKNOWLEDGEMENT

I, the undersigned, understand that the issuance of a floodplain development permit is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided as required. I also understand that prior to the occupancy of the structure permitted, an elevation and/or flood proofing certificate signed by a professional engineer or professional land surveyor must be on file with the Town of Elon Planning Department indicating the "as built" elevations for development within the regulated floodplain.

Applicant Name *(Please Print)*

Property Owner Name *(Please Print)*

Signature of Applicant

Signature of Property Owner

Date

Date

ZONING ADMINISTRATOR

Based on the information hereby furnished to me, and my knowledge of the Town of Elon Land Management Ordinance, I **HEREBY:** ☐ **Approve** ☐ **Deny**

Comments/Conditions: _____

Zoning Administrator

Date

Staff Reviewer

Date

FLOODPLAIN ADMINISTRATOR

Based on the information hereby furnished to me, and my knowledge of the Town of Elon Flood Damage Prevention Ordinance, I **HEREBY:** ☐ **Approve** ☐ **Deny**

Comments/Conditions: _____

Floodplain Administrator

Date

This permit is issued with the condition that the lowest floor (including basement floor) of any new or substantially-improved residential building will be elevated _____ foot/feet above the base flood elevation (BFE). If the proposed development is a non-residential building, this permit is issued with the condition that the lowest floor (including basement) of a new or substantially-improved nonresidential building will be elevated or floodproofed _____ foot/feet above the base flood elevation (BFE).

This permit is used with the condition that the developer/owner will provide a certification by a registered engineer, architect, or land surveyor of the "as-built" lowest floor (including basement) elevation of any new or substantially-improved building covered by this permit.

AS-BUILT ELEVATIONS *Submitted By Applicant Prior To Final Approval*

The following information must be provided for structures that are part of this application. This As-built elevation data must be certified by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement, bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and columns) is _____ ft. (NGVD/NAVD).
2. Actual (As-Built) Elevation of floodproofing protection is _____ ft. (NGVD/NAVD).

COMPLIANCE ACTION

The FLOODPLAIN ADMINISTRATOR will complete this section as applicable based on inspection of the project or evaluation of as-built conditions to ensure compliance with the Town of Elon Flood Damage Prevention Ordinance.

INSPECTIONS

Date: _____	Inspected By: _____	Deficiencies? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	Inspected By: _____	Deficiencies? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	Inspected By: _____	Deficiencies? <input type="checkbox"/> Yes <input type="checkbox"/> No

Inspection Notes or Permit Conditions: _____

FINAL APPROVAL

Floodplain Administrator

Date