



# FLOODPLAIN PERMIT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

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APPLICATION LAST UPDATED: 11.5.2021

## 1. THINGS TO KNOW ABOUT THE FLOODPLAIN PERMIT PROCEDURE

1. The floodplain permit procedure is described in Chapter 152 of the Laurel Park Town Code of Ordinances.
2. No work of any kind may start on a lot or site in a designated floodplain or flood hazard area until a floodplain development permit is issued.
3. An application for a floodplain permit requires a mandatory pre-application conference with the Town.
4. Elevation certificates are required for all forms of residential development in a floodplain or flood hazard area prior to issuance of a certificate of compliance.
5. Development may not be occupied until a certificate of compliance is issued. Other permits may also be required to fulfill Town, State, or federal requirements.
6. Development subject to a floodplain permit has several flood-related inspections that must take place at various stages of the project.
7. Part 7 of this application requires information on the actual elevation of the lowest floor or floodproofing protection after construction is completed. A professional engineer or licensed land surveyor is required to provide this information.

## 2. GENERAL APPLICANT INFORMATION

### A. Parcel Information

1. Street Address:
2. Parcel Identification Number:
3. Lot Area/Acreage:
4. Overlay Zoning District(s) (if applicable):

### B. Applicant Contact Information

1. Name:
2. Mailing Address:
3. Phone:
4. Email:

### C. Builder Contact Information

1. Name:
2. Mailing Address:
3. Phone:
4. Email:

### D. Engineer Contact Information

1. Name:
2. Mailing Address:
3. Phone:
4. Email:



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## 3. DESCRIPTION OF REQUEST

*(please complete the following)*

1. Date pre-application conference was conducted with Town staff:

2. Proposed Activity (check all that apply):

New structure  Addition  Alteration  Relocation  Demolition  Replacement

3. Type of Structure (check all that apply):

Residential (1-4 family)  Residential (more than 4-family)  Manufactured home

Non-residential  (floodproofing provided? Yes ) Combined use (residential & commercial)

4. Other development activities proposed (check all that apply):

Clearing  Fill  Mining  Drilling  Grading

Excavation (except for structural development checked above)

Watercourse alteration (including dredging and channel modifications)

Drainage improvements (including culvert work)

Road, street, or bridge construction

Subdivision (new or expansion)

Individual water or sewer system

Other (please specify in the space provided)

5. Estimated Cost of Project: \$

## 4. SUBMITTAL CHECKLIST

*(Applicants should consult with the Floodplain Administrator to determine which of the following items must be submitted for their specific application - please ensure your application includes 3 paper copies and 1 digital (pdf) copy of each of the following items that are required for your application)*

1. Floodplain permit application form

2. Application fees

3. A site plan prepared in accordance with these requirements

4. A plan of development (see Section 5 of this application)



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5. A foundation plan	<input type="checkbox"/>
6. Plans showing the extent of watercourse relocation and/or landform alterations, if proposed, along with by 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	<input type="checkbox"/>
7. 100-year flood elevations if they are not otherwise available for development exceeding 50 lots or 5 acres	<input type="checkbox"/>
8. Change in water elevation (in feet)	<input type="checkbox"/>
9. Proposed elevation, and method thereof, for all development within a floodplain or special flood hazard area, including: <ul style="list-style-type: none"> <li>- Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures</li> <li>- Elevation in relation to NAVD 1988 to which any non-residential structure in Zone AE, A, AH, A99, or AO will be flood-proofed</li> <li>- Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed</li> </ul>	<input type="checkbox"/>
10. Top of new compacted fill elevation, in feet NGVD (MSL)	<input type="checkbox"/>
11. Certification from a professional engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the "100-year" flood (a copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted)	<input type="checkbox"/>
12. A Floodproofing Certificate (FEMA Form 81-65) for any floodproofing measures, along with supporting data and an operational plan that includes details on installation, exercise, and maintenance of floodproofing measures	<input type="checkbox"/>
13. Usage details of any enclosed areas below the regulatory flood protection elevation	<input type="checkbox"/>
14. Plans or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems demonstrating how these features are located and constructed to minimize flood damage	<input type="checkbox"/>
15. Documentation for placement of recreational vehicles or temporary structures, if applicable	<input type="checkbox"/>
16. Copies of all other local, State, and federal permits required prior to floodplain development permit issuance (wetlands, endangered species, erosion and sedimentation control, riparian buffers, mining, etc.)	<input type="checkbox"/>
17. Any additional information determined to be necessary by the Town, County, State, or federal governmental entity	<input type="checkbox"/>

## 5. PLAN REQUIREMENTS

*(Applicants should consult with the Floodplain Administrator to determine which of the following items must be submitted for their specific application - please ensure individual sheets are no larger than 24" x 36")*

### A. Site Plan

1. The location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development	<input type="checkbox"/>
2. The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development	<input type="checkbox"/>



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- 3. The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map, or a statement that the entire lot is within the Special Flood Hazard Area
- 4. Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map
- 5. The boundary of the floodway(s) or non-encroachment area(s)
- 6. The base flood elevation (BFE)
- 7. The old and new location of any watercourse that will be altered or relocated as a result of proposed development
- 8. Certification of the plot plan by a registered land surveyor or professional engineer
- 9. A map depicting the location of any proposed watercourse alterations or relocations

### B. Plan of Development

- 1. A plan showing all proposed development, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor

### C. Foundation Plan

- 1. A foundation plan, drawn to scale, which shall include details of the proposed foundation system to ensure all applicable provisions are met
- 2. The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls)
- 3. Openings to facilitate equalization of hydrostatic flood forces on walls in accordance with all applicable requirements in the floodplain or special flood hazard area

## 6. APPLICANT SIGNATURE

I certify that the information provided in these application materials is complete and accurate to the best of my knowledge. I hereby authorize Town officials to enter the subject property for the purposes of determining compliance.

*If there are multiple land owners or applicants, a signature is required for each.*

Land Owner or Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Land Owner or Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Land Owner or Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## 7. AS-BUILT ELEVATIONS (to be submitted by applicant before certificate of compliance is issued)

The following information must be provided for structures that are part of this application. This section must be completed by a professional engineer or a licensed land surveyor (or attached to this application).

1. Please list the actual (as-built) elevation of the top of the lowest floor, including basement (in coastal high hazard areas), bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and columns in feet NGVD (MSL)

2. Please list the actual (as-built) elevation of floodproofing protection in feet NGVD (MSL)

## 8. FLOODPLAIN DETERMINATION (to be completed by Administrative staff)

1. The proposed development's location:

FIRM Panel #:

Dated:

2. Development Description:

Is NOT located in a special flood hazard area and no floodplain permit is required

Is partially located in a special flood hazard area, but building/development is not

Is located in a special flood hazard area

FIRM zone designation is

"100-Year" flood elevation at the site is \_\_\_\_\_ feet NGVD (MSL)

Unavailable

Is located in the floodway

FBFM Panel #:

Dated:

Staff member signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 9. PERMIT DETERMINATION (to be completed by Administrative staff)

1. I have determined that the proposed activity is in conformance with provisions of applicable laws. The permit is issued subject to the conditions attached and made part of this permit

Staff member signature: \_\_\_\_\_

Date: \_\_\_\_\_



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2. I have determined that the proposed activity is NOT in conformance with provisions of applicable laws

Staff member signature: \_\_\_\_\_

Date: \_\_\_\_\_

The appropriate Administrative staff member will provide a written summary of deficiencies and the applicant may revise and resubmit and application or may request a hearing from Board of Adjustment.

3. Staff member decision appealed to the Board of Adjustment? Yes  No

Appeal to the Board of Adjustment approved? Yes  No

Applicable reasons or conditions (list below):

## 10. COMPLIANCE ACTION (to be completed by Administrative staff)

1. This section to be completed based upon inspection of the project to ensure compliance with applicable laws pertaining to flood damage prevention:

Inspection Date: \_\_\_\_\_ By: \_\_\_\_\_ Deficiencies? Yes  No

Inspection Date: \_\_\_\_\_ By: \_\_\_\_\_ Deficiencies? Yes  No

Inspection Date: \_\_\_\_\_ By: \_\_\_\_\_ Deficiencies? Yes  No

## 11. CERTIFICATE OF COMPLIANCE (to be completed by Administrative staff)

Certificate of Compliance issued:

Date: \_\_\_\_\_ By: \_\_\_\_\_

### OFFICE USE ONLY

Project #:

Associated Project #:

Received By:

Filing Date:

Accepted as Complete By:

Complete Date:

Pre-application Conference Date (if conducted):

Notes/Comments: