



NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE
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FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

If your project is determined to be in a Special Flood Hazard area, a floodplain development permit will be required. The items required with application submittal are listed below. More specific requirements, as well as the standards to be applied in reviewing the application, are set out in Article 9 of the Unified Development Ordinance.

1. Applicant and Property Owner Information

Applicant/Agent Name	Owner Name (if different from Applicant/Agent)
Company	Company/Owner Name 2
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
Email	Email

2. Subject Property Information

Address/Location	Parcel Identification Number(s)	Total Parcel(s) Acreage

3. Description of proposed project

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.

Staff will use the following checklist to determine the completeness of your application. Please verify all of the listed items are included and confirm by initialing under "Applicant Initial". Applications determined to be incomplete must be corrected in order to be processed for further review.

Application Checklist

Applicant Initial

- This application form, completed and signed
- Application fee: \$25 residential use; \$45 commercial use

Sealed Survey with all the following information:

- Boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map
- Flood zone(s) designation of the proposed development area
- Boundary of the floodway(s) or non-encroachment area(s)
- Base Flood Elevation (BFE) where provided
- Old and new location of any watercourse that will be altered or relocated as the result of proposed development
- Boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Area (OPA), if applicable
- Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area
- Certification of the survey by a registered land surveyor or professional engineer.

Foundation Plan, drawn to scale, which shall include:

- Details of the proposed foundation system
- The proposed method of elevation (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls), if applicable
- Openings to facilitate automatic equalization of hydrostatic flood forces on walls

In Coastal High Hazard Areas (V Zones and Coastal A Zones) the following additional information shall be required:

- V Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs
- Plans for open wood, plastic, or other latticework or insect screening, applicable
- Plans for nonstructural fill, if applicable. (If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure.)
- Usage details of any enclosed areas below the lowest floor.

- One copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document.

4. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the permit for which I am applying. I certify that this application is complete and that all information presented in this application is accurate to the best of my knowledge, information, and belief.

If applicable, I also appoint the applicant/agent as listed on this application to represent me and make decisions on my behalf regarding this application during the review process. The applicant/agent is hereby authorized on my behalf to:

1. Submit an application including all required supplemental information and materials; and
2. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application.

Signature of Property Owner(s)

Print Name(s)

Signature of Applicant/Agent

Print Name

Note: This form must be signed by the owner(s) of record. If there are multiple property owners, a signature is required for each owner of record.