



## **FLOODPLAIN PERMIT CHECK LIST**

**\*\*Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to ANY development activities located within Special Flood Hazard Areas\*\***

The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:

**(a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:**

- 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
- the boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, or a statement that the entire lot is within the Special Flood Hazard Area
- flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B
- the boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B
- the Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C; or Article 5, Section D
- the old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
- the certification of the plot plan by a registered land surveyor or professional engineer

**(b) Proposed elevation and method thereof, of all development within a Special Flood Hazard Area including but not limited to:**

- Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures
- Elevation in relation to mean sea level to which any non-residential structure in Zone AE, A or AO will be flood proofed; and
- Elevation in relation to mean sea level to which any proposed utility systems will be elevated or flood proofed.

- (c) **If flood proofing, a Flood proofing Certificate (FEMA Form 81-65) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of flood proofing measures.**
- (d) **A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:**
- 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); and
  - Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section B(4)(c) when solid foundation perimeter walls are used in Zones A, AO, AE, and A1- 30.
- (e) **Usage details of any enclosed areas below the lowest floor.**
- (f) **Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.**
- (g) **Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.**
- (h) **Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Article 5, Section B, subsections (6) and (7) of the Hertford County Damage Prevention Ordinance are met-**
- A description of proposed watercourse alteration or relocation, when applicable, including 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 (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

**The Hertford County Damage Prevention Ordinance is located on the Hertford County website ([www.hertfordcountync.gov](http://www.hertfordcountync.gov)) in the Inspections Department. The Ordinance can be downloaded or picked up at the Hertford County Code Enforcement/Building Inspections Department.**