



APPLICANT INFORMATION

Name:	
Address:	
Email:	Phone:

PROPERTY AND OWNER INFORMATION

Location:		
Owner Name:		
Address:		
Email:	Phone:	
PIN:	Zoning:	Town Limits ETJ circle one

The undersigned hereby makes an application for a permit to develop in a Special Flood Hazard Area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Town of Burgaw Flood Damage Prevention Ordinance and with all other applicable local, State and Federal regulations. This application does not create liability on the part of the Town of Burgaw or any officer or employee thereof for any flood damage that results from reliance on this application, or any administrative decision made lawfully thereunder.

The Applicant, hereby certifies that all statements herein and attachments to this application are, to the best of my knowledge, true and accurate.

Applicant Signature

Date

Description of Work: (To be completed by Applicant)

A. Structural Development:

Activity

- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Relocation
- ☐ Demolition
- ☐ Replacement

Estimated Cost of Project \$ _____

If Addition/Alteration, year existing structure constructed _____

Structure Type

- ☐ Residential (1-4 Family)
- ☐ Residential (More than 4 Family)
- ☐ Non-residential (Floodproofing? ☐ Yes)
- ☐ Combined Use (Residential & Commercial)
- ☐ Manufactured (Mobile) Home
- In Manufactured Home Park? ☐ Yes

Assessed Value \$ _____

B. Other Development Activities:

- ☐ Clearing ☐ Fill ☐ Mining ☐ Drilling ☐ Grading ☐ Road, Street or Bridge Construction
☐ Excavation (Except for Structural Development Checked Above)
☐ Watercourse Alteration (Including Dredging and Channel Modifications)
☐ Drainage Improvements (Including Culvert Work)
☐ Subdivision (New or Expansion) ☐ Individual Water or Sewer System
☐ Other (Please specify) _____

Floodplain Determination (To be completed by the Floodplain Administrator)

The proposed development is located on FIRM Map/Panel No. _____ Dated _____
FBFM Panel No. (if applicable) _____ Dated _____

The Proposed Development:

- ☐ Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and No Floodplain Permit is required)
- ☐ Is partially located in the Special Flood Hazard Area, but building/development is not.
- ☐ Is located in a Special Flood Hazard Area (100-Year Floodplain) - FIRM zone designation is _____
- 100-Year base flood elevation at the site is: _____ ft. NGVD (MSL)
 - Lowest Floor Elevation (with 2ft freeboard) is: _____ ft.
- ☐ Unavailable (If BFE is unavailable, elevation of the lowest floor and all utilities must be constructed to be 4 foot above highest adjacent grade)
- ☐ Elevation Certificate Required – FEMA Form 81-31
- ☐ Is located in the floodway.
❖ No-Rise Certification Required

Floodplain Administrator Signature

Date

Additional Information Required (To be completed by Floodplain Administrator)

The applicant must submit the documents checked below before the application can be processed.

- ☐ A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.
- ☐ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), elevation of lowest duct work, elevation of lowest equipment (including electrical), flood vents for water flow (two per side located within 1 foot of outside grade with a total of 1 square inch opening per each sq. ft. of enclosure), foundation mortar (surewall with fiber for drystack in cases of mobile homes), 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.
- Also, _____

- ☐ Elevation Certificate Required – FEMA Form 81-31
- ☐ No-Rise Certificate Required – Certification from a NC registered 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.
- ☐ Floodproofing Certificate (non-residential)– FEMA Form 81-65
- ☐ Please see attached sheet for additional requested information.

(Certifications not required for the following structures within Zone A, AO, AE, or A1-30 – Recreation Vehicles meeting requirements of Chapter 14 Section 14.7 (F)(1)(a) or Accessory Structures less than one hundred fifty (150) square feet meeting requirements of Section 14.17 (H) of the Town of Burgaw UDO.)

Permit Determination (To be completed by Floodplain Administrator)

I have determined that the proposed activity: ☐ A. Is ☐ B. Is Not

In conformance with provision of the Town of Burgaw Floodplain Ordinance. The permit is issued subject to the conditions attached to and made part of this permit.

Approved Proposed Elevations

This approval is issued subject to any conditions attached to and made part of this permit. As-Built elevations must be provided to obtain a Certificate of Occupancy.

Town of Burgaw Floodplain Administrator

Date

If Box B is checked, the Floodplain Administrator will provide a written summary of deficiencies. Application may revise and resubmit an application to the Floodplain Administrator or may request a hearing form the Board of Adjustment.

Floodplain Administrator Signature:

Date:

APPEALS: Appealed to Board of Adjustment? ☐ Yes ☐ No
 Hearing Date: _____
 BOA Decision – Approved? ☐ Yes ☐ No

Reasons/Conditions: _____

Elevations (To be submitted by Applicant before Certification of Compliance/Occupancy is issued)

The following information must be provided for structures that are part of this application.

- ☐ Elevation Certificate FEMA 81-31 (Pre-Built Elevation) – required prior to the actual start of any new construction. Date Received: _____
- ☐ Elevation Certificate FEMA 81-31 (Reference Level)- is required within seven (7) calendar days after the reference level is established. Date Received: _____
- ☐ Elevation Certificate FEMA 81-31 (As-Built) – is required after construction is completed and prior to certificate of Compliance/Occupancy issuance. Date Received: _____

Compliance Action (To be completed by Floodplain Administrator)

The Floodplain Administrator will complete this section as applicable based on inspection of the project to ensure compliance with the Town of Burgaw's Flood Damage Prevention Ordinance.

Inspections Date: _____	By: _____	Deficiencies?	☐ Yes	☐ No
Date: _____	By: _____	Deficiencies?	☐ Yes	☐ No
Date: _____	By: _____	Deficiencies?	☐ Yes	☐ No

Approval: As-Built Elevations

As-Built elevations have been submitted, reviewed, and approved. This Floodplain Development Permit is issued in conformance with Chapter 14 of the Town of Burgaw Unified Development Ordinance.

Town of Burgaw Floodplain Administrator

Date