

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

### SECTION 1: GENERAL PROVISIONS (APPLICANT TO READ AND SIGN)

1. No work 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 a Certificate of Compliance 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 hereby gives consent to the Building Permit Officer or his/her representative to make reasonable inspections to verify compliance.
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

APPLICANTS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### SECTION 2: PROPOSED DEVELOPMENT (TO BE COMPLETED BY APPLICANT)

**APPLICANT'S NAME:**

**ADDRESS:**

**TELEPHONE NO:**

**BUILDER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_

**ENGINEER'S NAME:**

**ADDRESS:**

**TELEPHONE NO:** \_\_\_\_\_

**PROJECT LOCATION:**

\_\_\_\_\_  
\_\_\_\_\_

To avoid delay in processing the application, please provide enough information to easily identify the project location; provide the street address, lot number of legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

DESCRIPTION OF WORK (CHECK ALL APPLICABLE BOXES)

A. STRUCTURAL DEVELOPMENT

<u>ACTIVITY</u>	<u>STRUCTURAL TYPE</u>
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 Family)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (More than 4 Family)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Combined Use (Res. And Com.)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Replacement
<input type="checkbox"/> Manufactured (Mobile) Home (In Manufactured Home Park? <input type="checkbox"/> Yes)	
ESTIMATED COST OF PROJECT \$ _____	

B. OTHER DEVELOPMENT ACTIVITIES:

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

After Completing SECTION 2, APPLICANT should submit form to Building Officer or his/her representative for review.

**SECTION 3: FLOODPLAIN DETERMINATION (To be completed by Building Permit Officer or his/her representative)**

The proposed development is located on FIRM Panel No.94, Dated 3/18/1985.

The Proposed Development:

- Is NOT located in a Specific Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- Is located in Special Flood Hazard Area.  
FIRM zone designation is A17.  
100-Year flood elevation at the site is: 602 Ft. NGVD (MSL)
- Unavailable
- The proposed development is located in a floodway.  
FBFM Panel No. \_\_\_\_\_ Dated \_\_\_\_\_
- See Section 4A for additional instructions.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by Building Permit Officer or his/her representative)**

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), types of water resistant materials used below the first floor, details of flood proofing of utilities located below the first floor and details of enclosures below the first floor. Also, \_\_\_\_\_.
- Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Top of new fill elevation \_\_\_\_\_ Ft. NGVD (MSL).  
For floodproofed structures, applicant must attach certification from registered engineer or architect.
- Certification from a 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 calculations supporting this finding must also be submitted.
- Manufactured homes located in a floodplain area must have a West Virginia Contractor's License and a Manufactured Home Installation License as required by the Federal Emergency Management Agency (FEMA).
- Other:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5: PERMIT DETERMINATION (To be completed by Building Permit Officer or his/her representative)**

I have determined that the proposed activity (type is or is not) In conformance with provisions of the Floodplain Ordinance adopted by the County Commission of Wood County on DATE. The permit is issued subject to the conditions attached to and made part of the permit.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

If the Building Permit Officer found that the above was not in conformance with the provisions of the Floodplain Ordinance and/or denied that application, the applicant may complete an appealing process below.

APPEALS: Appealed to the County Commission of Wood County?  Yes  No

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

County Commission Decision—Approved?  Yes  No

Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 6: AS-BUILT ELEVATIONS (To submitted by APPLICANT before Certificate of Compliance is issued).**

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application.)

Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor is \_\_\_\_\_ FT. NGVD (MSL)

2. Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ FT. NGVD (MSL)

**Note: Any work performed prior to submittal of the above information is at risk of the Applicant.**

**SECTION 7: COMPLIANCE ACTION (To be completed by Building Permit Officer or his/her representative)**

The Building Permit Officer or his/her representative will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention

INSPECTIONS: DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? Y/N  
DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? Y/N  
DATE \_\_\_\_\_ BY \_\_\_\_\_ DEFICIENCIES? Y/N

**SECTION 8: CERTIFICATE OF COMPLIANCE (to be completed by Building Permit Officer or his/her representative)**

Certificate of Compliance issued: DATE: \_\_\_\_\_ BY: \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE  
FOR DEVELOPMENT IN SPECIAL FLOOD HAZARD AREA  
(OWNER MUST RETAIN)**

**PERMIT NUMBER:**

**PERMIT DATE:**

**PURPOSE-**

**CONSTRUCTION LOCATION:**

**OWNER'S ADDRESS:**

**THE FOLLOWING MUST BE COMPLETED BY THE BUILDING PERMIT  
OFFICER OR HIS/HER AGENT.**

**COMPLIANCE IS HEREBY CERTIFIED WITH THE REQUIREMENT OF  
THE FLOODPLAIN ADOPTED BY THE COUNTY COMMISSION OF  
WOOD COUNTY ON AUGUST 30, 2007.**

**SIGNED \_\_\_\_\_ DATE \_\_\_\_\_**