



**TOWN OF SWANSBORO**

601 W Corbett Avenue  
Swansboro, NC 28584

**FLOODPLAIN DEVELOPMENT PERMIT**

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

Per Article 152.407 of the Unified Development Ordinance, Establishment of Floodplain Development Permit, A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PLEASE PROVIDE INFORMATION IN REGARD TO THIS PERMIT BY FOLLOWING THE GUIDELINES LISTED WITHIN THIS BOOKLET AND COMPLETING THE ATTACHED COST AFFIDAVIT(S) WHERE APPLICABLE.**

**OFFICE USE ONLY**

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application reviewed with applicant by: \_\_\_\_\_ Date: \_\_\_\_\_

How: In Person \_\_\_\_\_ By Phone \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt Number \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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**152.414 FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.**

- (1) **Application Requirements.** 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:
    - (i) 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;
    - (ii) The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section 152.406, or a statement that the entire lot is within the Special Flood Hazard Area;
    - (iii) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, 152.406;
    - (iv) The boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, 152.406;
    - (v) The Base Flood Elevation (BFE) where provided as set forth in Article 3, Section 152.406; Article 4, Section 152.415; or Article 5, Section 152.421;
    - (vi) The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
    - (vii) The boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Areas (OPA), if applicable; and
    - (viii) 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:
    - (i) Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures;
    - (ii) Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and

- (iii) Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.
- (c) If floodproofing, a Floodproofing Certificate (FEMA Form 086-0-34) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing 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:
  - (i) 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
  - (ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section 152.419 (4)(c) when solid foundation perimeter walls are used in Zones A, AE, AH, AO, A99.
  - (iii) The following, in Coastal High Hazard Areas, in accordance with the provisions of Article 5, Section 152.419 (4)(d) and Article 5, Section 152.423 and (Article 5, Section 152.424 if applicable):
    - (1) V-Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs; In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.
    - (2) Plans for open wood latticework or insect screening, if applicable; and
    - (3) Plans for non-structural 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 or adjacent properties.
- (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 152.419, subsections (6) and (7) of this ordinance are met.
  - (i) 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.
- (2) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:
- (a) A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
  - (b) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Article 3, Section 152.406.
  - (c) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.
  - (d) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
  - (e) All certification submittal requirements with timelines.
  - (f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of Article 5, Section 152.422 have been met.
  - (g) The flood openings requirements, if in Zones A, AE, AH, AO, A99.
  - (h) Limitations of below BFE enclosure uses . (i.e., parking, building access and limited storage only).
  - (i) A statement, if in Zone VE, that there shall be no alteration of sand dunes which would increase potential flood damage.
  - (j) A statement, if in Zone VE, that there shall be no fill used for structural support.
  - (k) A statement, that all materials below BFE/RFPE must be flood resistant materials.

(3) **Certification Requirements.**

(a) Elevation Certificates

- (i) An Elevation Certificate (FEMA Form 086-0-33) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.
- (ii) An Elevation Certificate (FEMA Form 086-0-33) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- (iii) A final Finished Construction Elevation Certificate (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Finished Construction Elevation Certificate certifier shall provide at least 2 photographs showing the front and rear of the building taken within 90 days from the date of certification. The photographs must be taken with views confirming the building description and diagram number provided in Section A. To the extent possible, these photographs should show the entire building including foundation. If the building has split-level or multi-level areas, provide at least 2 additional photographs showing side views of the building. In addition, when applicable, provide a photograph of the foundation showing a representative example of the flood openings or vents. All photographs must be in color and measure at least 3" × 3". Digital photographs

are acceptable.

(b) Floodproofing Certificate

- (i) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
  - (ii) A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
- (c) If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Article 5, Section 152.419 (3)(b).
  - (d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified 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 showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit

applicant prior to issuance of a floodplain development permit.

- (e) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:
  - (i) Recreational Vehicles meeting requirements of Article 5, Section 152.419 (6)(a);
  - (ii) Temporary Structures meeting requirements of Article 5, Section 152.419 (7); and
  - (iii) Accessory Structures that are 150 square feet or less or with a cost of \$5,000.00 or less and meeting requirements of Article 5, Section 152.419 (8).
- (f) A V-Zone Certification with accompanying design plans and specifications is required prior to issuance of a Floodplain Development permit within coastal high hazard areas. It shall be the duty of the permit applicant to submit to the Floodplain Administrator said certification to ensure the design standards of this ordinance are met. A registered professional engineer or architect shall develop or review the structural design, plans, and specifications for construction and certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this ordinance. This certification is not a substitute for an Elevation Certificate. In addition, prior to the Certificate of Compliance/Occupancy issuance, a registered professional engineer or architect shall certify the finished construction is compliant with the design, specifications and plans for VE Zone construction.

(4) **Determinations for existing buildings and structures.**

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- (a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- (b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- (c) Determine and document whether the proposed work constitutes substantial

improvement or repair of substantial damage; and

- (d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.



**CONTRACTOR'S  
COST AFFIDAVIT**

Property Address: \_\_\_\_\_

\_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

\_\_\_\_\_

Contractor's Phone Number: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_

I hereby attest to the fact that I, or a member of my staff, personally inspected the above-referenced property and produced the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Damage or Improvement Review. These damages/improvements are **ALL OF THE DAMAGES** sustained by this structure **and/or ALL OF THE PROPOSED IMPROVEMENTS** to the structure, this must include all proposed repairs, additions, and/or improvements.

See attached itemized list.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says that he/she read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
*Contractor's Signature*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public State of: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**PROPERTY OWNER'S  
COST AFFIDAVIT**

Property Address: \_\_\_\_\_

\_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

I hereby attest to the fact that the repairs, reconstruction and/or remodeling list for the Damage or Improvement Review by me or by my contractor are **ALL OF THE DAMAGES** sustained by this structure **and/or ALL OF THE PROPOSED IMPROVEMENTS** to the structure, this must include all proposed repairs, additions, and/or improvements.

**I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE FINES, IF ANY INSPECTION OF THE PROPERTY REVEALS THAT I, OR MY CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS.**

In order to act as his/her own contractor, the structure must be the owner's personal residence and not a rental property.

See attached itemized list.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says that he/she read, understands, and agrees to comply with all the aforementioned conditions.

\_\_\_\_\_  
*Property Owner's Signature*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of \_\_\_\_\_ My  
commission expires: \_\_\_\_\_

## COST ESTIMATE OF RECONSTRUCTION / IMPROVEMENT

For the Structure located at the Address: \_\_\_\_\_

This cost estimate of reconstruction/improvement must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor\*. Owners who act as their own contractors must estimate their labor cost **at the current market value** for any work they intend to perform.

	<b>Sub-Contractor Bids</b>	<b>Contractor or Owner Estimates</b>	
	**Bid Amounts	Material Costs	Labor Costs
1. Demolition (less tipping fees)			
2. Masonry (rough)			
3. Framing and Subfloor			
4. Roofing			
5. Insulation and Weatherstrip			
6. Exterior Finish			
7. Doors, Windows & Shutters			
8. Trim			
9. Hardware			
10. Drywall			
11. Cabinets (Built-in)			
12. Floor Covering			
13. Plumbing (rough-in)			
14. Shower / Tub / Toilet			
15. Electrical wiring			
16. Light Fixtures			
17. Built-in Appliances			
18. HVAC			
19. Paint			
20. Other (not listed)			
21. Overhead & Profit			
<b>Subtotals</b>			
	<b>Total Estimate Cost</b> (all three subtotals added together)		

\*In order to act as his/her own contractor, the structure must be the owner's personal residence and not a rental property.

\*\*Subcontractor bids may be used for any item as long as it includes a breakdown for labor and materials (must be attached).

**Donated or Discounted Materials** must be itemized with the current market value shown.

**Self or Volunteer Labor** must be estimated and shown based on wages typically paid for such labor.

## **ITEMS TO BE INCLUDED**

### **ALL STRUCTURAL ELEMENTS INCLUDING:**

- %o Spread or continuous foundation footings and pilings
- %o Monolithic or other types of concrete slabs
- %o Bearing walls, tie beams and trusses
- %o Wood or reinforced concrete decking or roofing
- %o Floors and ceilings
- %o Attached decks and porches
- %o Interior partition walls
- %o Exterior wall finishes (e.g., brick, stucco or siding) including painting and decorative moldings
- %o Windows and doors
- %o Re-shingling or re-tiling a roof
- %o Hardware

### **ALL INTERIOR FINISH ELEMENTS, INCLUDING:**

- %o Tile, linoleum, hardwood, stone or carpet over sub-flooring
- %o Bathroom tiling and fixtures
- %o Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)
- %o Kitchen, utility and bathroom cabinets
- %o Built-in bookcases, cabinets and furniture
- %o Hardware

### **ALL UTILITY AND SERVICE EQUIPMENT, INCLUDING:**

- %o HVAC equipment
- %o Repair or reconstruction of plumbing and electrical services
- %o Light fixtures and ceiling fans
- %o Security systems
- %o Built-in kitchen appliances
- %o Central vacuum systems
- %o Water filtration, conditioning or recirculation systems

### **ALSO:**

- %o Labor and other costs associated with demolishing, removing or altering building components
- %o Overhead and profit