



TOWN of WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9400

www.wakeforestnc.gov

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

A floodplain development permit must be obtained prior to commencing work on a parcel with a designated Special Flood Hazard Area by the FEMA provided flood insurance rate maps.

No such land-disturbing activity shall take place in areas designated as Special Flood Hazard areas until plans associated with the activity have been reviewed and approved in accordance with the procedures set forth in Section 15.7.3 of the Wake Forest Unified Development Ordinance.

Application Requirements

Pre-Application Procedure:

- Applicants are encouraged to meet with the Administrator prior to applying for development in the designated flood hazard area. The purpose of this meeting is to discuss the project, the proposed design strategies, and to answer questions of the applicant regarding the application and schedules for review.
- A Town of Wake Forest Sediment and Erosion control permit has been applied for or obtained for this project.

The applicant must submit the following:

1. Submission of completed Floodplain Development Permit Application
2. Development Permit Fee of \$100.00
**Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm information on current fees and charges.*
3. Site plan showing location of all existing and proposed structures, water bodies, adjacent roads, lot dimension, applicable floodplain boundary, and proposed development. (Refer to UDO Section 15.7.3.E)
4. If proposed development is a new structure or substantial improvement of an existing structure, a certified and completed FEMA Elevation certificate that includes the proposed elevation of the structures lowest floor (including basement) shall be submitted (Refer to UDO Section 15.7.3.E.2)
5. A foundation plan, draw to scale, which includes details of the proposed foundation system (Refer to UDO Section 15.7.3.E)
6. As-Built Drawings upon completion (Refer to UDO section 15.4.5)
7. The application must be signed by the owner/authorized agent of the property, the engineer, and the authorized agent of the construction party.

Following submittal of the application and accompanying data, the information shall be reviewed by the Administrator for compliance with the requirements of the Town of Wake Forest Unified Development Ordinance.

For further information, please contact:

Town of Wake Forest Engineering Department

Wake Forest Town Hall – Third Floor
301 S. Brooks St
Wake Forest, NC 27587
t 919.435-9510

Town of Wake Forest Inspections Department

Wake Forest Town Hall – Ground Floor
301 S. Brooks St
Wake Forest, NC 27587
t 919.435.9531



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Applicant Information

Applicant/General: _____ License No: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Owner Signature: _____ **Date:** _____

Property Information

Project Address/Location: _____

City: _____ State: _____ Zip: _____

Subdivision / Phase / Lot #: _____

Tax Pin: _____ Size of Property (acres): _____ Zoning District: _____

Town Jurisdiction: Inside Corporate Limits Extra-Territorial Jurisdiction (ETJ)

Flood Hazard Information

Special Flood Hazard Zone: _____ FIRM Panel Number: _____

Watershed: _____ FIRM Effective Date: _____

Is the proposed development in an identified floodway? Yes No

If yes, has a no-rise certification been obtained? Yes No

Base Flood Elevation: _____ Feet, Mean Sea Level (MSL)

Required lowest floor elevation (including basement): _____ Feet, Mean Sea Level (MSL)

Elevation to which all attendant utilities, including all heating & electrical equipment will be installed or flood proofed:
_____ Feet, Mean Sea Level (MSL)

Will the proposed development require alteration of any water course? Yes No

Proposed Development

Brief Description of Proposed Project/Development: _____

Structural Development

- | <u>Activity</u> | | <u>Structure Type</u> | |
|--|--------------------------------------|--|--|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Addition | <input type="checkbox"/> Residential | <input type="checkbox"/> Multi-Family |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Relocation | <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Manufactured Home |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Replacement | <input type="checkbox"/> Non-Residential | |

Other Development

- Clearing Fill Mining Drilling Grading Excavation
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street, or Bridge Construction
- Individual Water or Sewer System
- Subdivision
- Other: _____

Development Standards Data

1. Base Flood elevation (BFE) per FIRM at development site: _____ (NGVD) _____ (NAVD)
2. Regulatory flood elevation at development site (BFE + locally adopted freeboard):
_____ (NGVD) _____ (NAVD)
3. Elevation in relation to mean sea level (MSL) at which bottom floor (including basement) will be constructed:
_____ (NGVD) _____ (NAVD)
4. Will garage (if applicable) be used for any other purpose other than parking vehicles, building access or household storage? Yes No
5. Elevation in relation to Mean Sea Level (MSL) above which all utilities (including heating, air conditioning and electrical equipment) will be installed: _____ (NGVD) _____ (NAVD)
6. Proposed method of elevating the structure:

7. Will any watercourse be altered or relocated because of the proposed development? Yes No
If yes, attach a description of the extent of the alteration or relocation.
8. Flood Proofing Information (if applicable):
 - a. Method of Floodproofing: _____
 - b. Elevation in relation to Mean Sea Level (MSL) to which structures shall be floodproofed:
_____ (NGVD) _____ (NAVD)

General Provisions

1. No work of any kind 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 Final Approval is issued.
5. The permit will expire if no work is commenced within one year of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant gives consent to the Floodplain Administrator or his/her representative to make reasonable inspection required to verify compliance.

Site Plan Requirements

A **site plan** must be submitted with the application, drawn to scale, which shall include, but is not limited to, the following specific details of the proposed floodplain development:

1. The nature, location, dimensions, and elevations of:
 - The area of the development
 - Existing and proposed structures and infrastructure
 - The location of utility systems
 - Proposed grading/pavement areas
 - Fill materials
 - Storage areas
 - Drainage facilities
 - Other proposed development;
2. The boundary of the Special Flood Hazard Area, or a statement that the entire lot is within the Special Flood Hazard Area;
3. Flood zone(s) designation of the proposed development area;
4. The boundary of the floodway(s) or non-encroachment areas;
5. The boundary of the Special Flood Hazard Conservation Area, as delineated on the official Special Flood Hazard Conservation Area Boundary Map, when such boundary crosses the subject property; or a statement that the entire property is entirely within, or outside, as appropriate, the Special Flood Hazard Conservation Area;
6. The Base Flood Elevation, where provided;
7. The old and new locations of any watercourse that will be altered or relocated as a result of proposed development;
8. Certification of the plot plan by a registered land surveyor or professional engineer.

Proposed elevation and method of all development within a special Flood Hazard Area or Future Conditions Hazard Area including but not limited to:

Elevation in Relation to mean sea level of:

- a. The proposed reference level (including basement) of all structures;
- b. Any non-residential structure in Zone AE, A, or X (Future) will be flood-proofed; and
- c. Any proposed utility systems will be elevated or floodproofed.

If floodproofing, a Floodproofing Certificate (FEMA Form 81-65) with supporting data and an operational plan that includes, but is not limited to, the installation, exercise, and maintenance of the floodproofing measures.

Foundation Plan Requirements

A **foundation plan** must also be submitted with the application, drawn to scale, which shall include details of the proposed foundation system, including, but are not limited to:

1. Proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/piers, etc.);
2. If using solid foundation perimeter walls, details of required openings;
3. The area (in square feet) of the portion of the foundation below the base flood elevation;
4. Proposed use(s) of any enclosed space below the base flood elevation. Include the following:
Plans and/or details for the protection of public utilities and facilities, such as sewer, gas, electrical, and water systems, located and constructed so as to minimize flood damage;
5. Copies of all other local, State, and Federal permits required prior to Floodplain Development Permit issuance (i.e. Wetlands, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.).
6. Documentation for placement of recreational vehicles and/or temporary structures, when applicable;
7. 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 water waters 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 and relocation.

Determination of Compliance

Following submittal of the application and accompanying data, the information shall be reviewed by the Administrator for compliance with the requirements of this ordinance. Provided the application is complete, applications shall be reviewed and acted upon by the staff and notice given the applicant within 30 days of receipt of the application. All decisions shall be in writing and delivered via electronic mail, personal delivery, or first class mail to the property owner and party seeking determination, if different from the owner.

An approved Floodplain/Watershed Development Permit shall include the following information:

1. A description of the development to be permitted under the floodplain development permit.
2. The Special Flood Hazard Area or Future Conditions Flood Hazard Area determination for the proposed development per available data specified in Section 12.4.1.C of the Town of Wake Forest UDO.
3. The regulatory flood protection elevation required for the reference level and all attendant utilities.
4. The regulatory flood protection elevation required for the protection of all public utilities.
5. All certification submittal requirements with timelines.
6. A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, as applicable.
7. The flood openings requirements, if in Zones A, AE, or X (Future)

Renewal of an expired floodplain development permit will require the same application procedure as the initial permit.

Authorized Signatures

Engineering Firm Responsible for Design: _____

Address: _____

Email: _____

Phone Number: _____

Professional Engineer Certification

I attest that this application has been reviewed by me and is accurate and complete. I further attest the proposed design has been prepared in accordance with the applicable regulations and the Town of Wake Forest Standard Specification and Design and Unified Development Ordinance. Although certain portions of this submittal package may have been developed by other professionals, inclusion of these materials under my signature and seal signifies that I have reviewed and have judged it to be consistent with the proposed design.

Name (print):

Signature:

Seal:

Date:

Company Responsible for Construction: _____

Address: _____

Email: _____

Phone Number: _____

Construction Company Certification

I attest that all information given above in this Floodplain Development Application is accurate and complete. The work to be performed is described within this application and in the attachments. The undersigned agrees that all such work shall be done in accordance with Chapter 12 & Chapter 15 of the Wake Forest Unified Development Ordinance and all other applicable local, state & federal regulations. The undersigned agrees that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, as applicable.

Name (print):

Signature:

Date:
