



### FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

**I. GENERAL PROVISION (APPLICANT to Read and Sign)**

[For additional information, refer to the Town of Pittsboro Unified Development Ordinance.](#)

1. No work of any kind may begin 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 Zoning Compliance Certificate is issued.
5. The permit will expire if no work has begun 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 Town of Pittsboro to make reasonable inspections required to verify compliance.

**Applicant Acknowledgement:** I certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**II. PROPOSED DEVELOPMENT (APPLICANT to Complete)**

**A. Contact Information**

*Applicant:*

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

*Additional Contacts:*

Builder \_\_\_\_\_

Engineer \_\_\_\_\_

**B. Project Information**

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

Project Description (Please provide proper description to easily identify the project location or attach a sketch)

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

C. Description of Work (Check all the apply)

STRUCTURAL DEVELOPMENT

ACTIVITY

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

STRUCTURE TYPE

- Residential (1-4 family)
- Residential (more than 4 family)
- Non-residential (floodproofing? - Yes)
- Combined Use (residential & commercial)
- Manufactured (mobile) Home

Co

Estimated cost of project \_\_\_\_\_

ADDITIONAL DEVELOPMENT ACTIVITIES

- Clearing
- Grading
- Drilling
- Fill
- Mining
- Excavation (except for Structural Development checked above)
- Watercourse Alteration (including dredging and channel modifications)
- Drainage Improvements (including culvert work)
- Road, Street, or Bridge construction
- Subdivision (new or expansion)
- Individual Water or Sewer System
- Other Activity (please specify): \_\_\_\_\_

III. FLOODPLAIN DETERMINATION (To be completed by the ADMINISTRATOR)

The proposed development is located on FIRM Panel No. \_\_\_\_\_, 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 DEVELOPMENT PERMIT IS REQUIRED.)
- Is partially located in the SFHA, but building/development is NOT.
- Is located in a Special Flood Hazard Area

FIRM zone designation is \_\_\_\_\_.

"100 year" flood elevation at the site is: \_\_\_\_\_ ft NGVD (MSL)

Unavailable

- Is located in the floodway.

FBFM Panel No. \_\_\_\_\_ Dated: \_\_\_\_\_

(if different from the FIRM panel and date)

- See Section 4 for additional instructions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. ADDITIONAL INFORMATION REQUIRED (To be completed by the 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), type of water-resistant material used below the first floor, details of floodproofing of utilities located below the first floor and details of enclosures below the first floor.
- 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 alteration.
- Change in water elevation (in feet)
- Top of new compacted fill elevation
- Floodproofing protection level (non-residential only). For floodproofed structures, applicant must attach certification from registered engineer or architect.
- Certification from a registered engineer that the proposed activity in the 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.
- Other: \_\_\_\_\_

**V. PERMIT DETERMINATION: (To be completed by the ADMINISTRATOR)**

I have determined that the proposed activity:

- A. Is
- B. Is Not

In conformance with the provisions of the Town of Pittsboro Unified Development Ordinance and other applicable requirements.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

If Box A is checked, the Local Administrator may issue a Development Permit upon payment of designated fee.

If Box B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from the Board of Appeals.

**VI. AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Certification of Compliance is issued)**

The following information must be provided for structures that are part of this application. This section must be completed by a registered professional engineer or a licensed land surveyor. Complete 1 and 2 below upon completion of project:

1. Actual (As-built) Elevation of the top of the lowest floor, including basement
2. Actual (As-built) Elevation of floodproofing protection.

**VII. COMPLIANCE ACTION (To be completed by ADMINISTRATOR):**

The local administrator will complete this section as applicable based on inspections of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS Date: \_\_\_\_\_ By: \_\_\_\_\_ Deficiencies? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date: \_\_\_\_\_ By: \_\_\_\_\_ Deficiencies? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date: \_\_\_\_\_ By: \_\_\_\_\_ Deficiencies? \_\_\_\_\_ Yes \_\_\_\_\_ No

**VIII. CERTIFICATE OF COMPLIANCE (To be completed by Administrator)**

Certificate of Compliance issued, Date: \_\_\_\_\_ By: \_\_\_\_\_