



**Town of Waxhaw**  
**Development Services Department**  
 1150 N. Broome Street, PO Box 617  
 Waxhaw, NC 28173  
 704-843-2195  
 www.waxhaw.com

Date Received
_____
Permit Fee
_____
Permit Number
_____

**FLOODPLAIN DEVELOPMENT / ZONING PERMIT - CONSTRUCTION**

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Address/Location of Property: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_ Lot No. \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Structure Size: \_\_\_\_\_

Type of Water Service on Lot: \_\_\_\_\_ Type of Sewer on Lot: \_\_\_\_\_

**FLOOD HAZARD DATA**

Is the property located within a floodway? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the property located within a floodplain? \_\_\_\_\_ Yes \_\_\_\_\_ No

The proposed development is located in the FIRM \_\_\_\_\_ flood zone.

FEMA FIRM Panel: \_\_\_\_\_

FIRM Effective Date: \_\_\_\_\_

**APPLICANT IS TO COMPLETE 'PROPOSED' COLUMN ONLY**

	<b><u>REQUIRED</u></b>	<b><u>PROPOSED</u></b>
Front Setback	_____ ft	_____ ft
Rear Setback	_____ ft	_____ ft
Side Yard Left	_____ ft	_____ ft
Side Yard Right	_____ ft	_____ ft
Building Height (Max.)	_____ ft	_____ ft
Lot Coverage of Structures (Max.)	_____ %	_____ %

Accessory Structure Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_

*\*\* Accessory structures must be located a minimum of eight feet away from any other structure on the lot\*\**

Brief Description of Project / Development being proposed: \_\_\_\_\_

**PROJECT DESCRIPTION** (Check all that are applicable)

A. STRUCTURAL DEVELOPMENT

- | <u>ACTIVITY</u>                        | <u>STRUCTURE TYPE</u>   |
|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential                            |
| <input type="checkbox"/> Addition      | <input type="checkbox"/> Multi-Family Residential               |
| <input type="checkbox"/> Alteration    | <input type="checkbox"/> Non-Residential (Floodproofing? _____) |
| <input type="checkbox"/> Relocation    | <input type="checkbox"/> Mixed Use                              |
| <input type="checkbox"/> Demolition    | <input type="checkbox"/> Manufactured Home                      |
| <input type="checkbox"/> Replacement   |   |

ESTIMATED COST OF PROJECT \$ \_\_\_\_\_

B. OTHER DEVELOPMENT ACTIVITIES

- Clearing     Fill     Mining     Drilling     Grading  
 Excavation  
 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 (Please specify) \_\_\_\_\_

**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 the bottom floor (including basement) will be constructed:  
\_\_\_\_\_ (NGVD)    \_\_\_\_\_ (NAVD)
4. Will garage (if applicable) be used for any purpose other than parking vehicles, building access or household storage? \_\_\_\_\_
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: \_\_\_\_\_
  - A. If foundation wall is used, provide minimum of 2 openings.
  - B. Total area of openings required (1 sq. inch per square foot of enclosed floor area)

**DEVELOPMENT STANDARDS DATA** (continued)

7. Will any watercourse be altered or relocated as a result of the proposed development? \_\_\_\_\_

If yes, attach a description of the extent of the alteration or relocation.

8. Floodproofing information (if applicable):

Method of floodproofing: \_\_\_\_\_

Elevation in relation to mean sea level (MSL) to which structure shall be floodproofed:

\_\_\_\_\_ (NGVD)          \_\_\_\_\_ (NAVD)

A plot 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:

(a) 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;

(b) the boundary of the Special Flood Hazard Area, or a statement that the entire lot is within the Special Flood Hazard Area;

(c) flood zone(s) designation of the proposed development area;

(d) the boundary of the floodway(s) or non-encroachment areas;

(e) 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;

(f) the Base Flood Elevation, where provided;

(g) the old and new locations of any watercourse that will be altered or relocated as a result of proposed development;

(h) if floodproofing, back-up plans and an operation/maintenance plan.

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:

- (a) proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/piers, etc.);
- (b) if using solid foundation perimeter walls, details of required openings;
- (c) the area (in square feet) of the portion of the foundation below the Base Flood Elevation; and
- (d) proposed use(s) of any enclosed space below the Base Flood Elevation.

Include the following:

- (a) 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;
- (b) 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.).
- (c) Documentation for placement of recreational vehicles and/or temporary structures, when applicable, to ensure that provisions of Section 5 of the Flood Damage Prevention ordinance are being met.

**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 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 gives consent to the Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

**AN ELEVATION CERTIFICATE (FEMA FORM 81-31) OR FLOOD PROOFING CERTIFICATE (FEMA FORM 81-65) IS REQUIRED FOR DEVELOPMENT WITHIN THE REGULATED FLOODPLAIN.**

Acknowledgement

I, the undersigned, understand that the issuance of a floodplain development permit / zoning construction permit is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided as required. I also understand that prior to the occupancy of the structure permitted, an elevation and/or flood proofing certificate signed by a professional engineer or professional land surveyor must be on file with the Waxhaw Development Services Department indicating the "as built" elevations (for development within the regulated floodplain).

\_\_\_\_\_  
*Applicant Name (Please Print)*

\_\_\_\_\_  
*Property Owner Name (Please Print)*

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

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**THE FOLLOWING SHALL BE FILLED OUT BY THE ZONING ADMINISTRATOR**

Based on the information hereby furnished to me, and my knowledge of the Waxhaw Land Development Code, I HEREBY:

APPROVE

DISAPPROVE

COMMENTS / CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Reviewer

\_\_\_\_\_  
Date

**THE FOLLOWING SECTION IS TO FILLED OUT BY THE FLOODPLAIN ADMINISTRATOR**

Based on the information hereby furnished to me, and my knowledge of the Waxhaw Flood Damage Prevention Ordinance, I HEREBY:

APPROVE

DISAPPROVE

COMMENTS / CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator

\_\_\_\_\_  
Date

This permit is issued with the condition that the lowest floor (including basement floor) of any new or substantially-improved residential building will be elevated \_\_\_\_\_ foot/feet above the base flood elevation (BFE). If the proposed development is a non-residential building, this permit is issued with the condition that the lowest floor (including basement) of a new or substantially-improved nonresidential building will be elevated or floodproofed \_\_\_\_\_ foot/feet above the base flood elevation (BFE).

This permit is used with the condition that the developer/owner will provide a certification by a registered engineer, architect, or land surveyor of the "as-built" lowest floor (including basement) elevation of any new or substantially-improved building covered by this permit.

**AS-BUILT ELEVATIONS** (To be submitted by APPLICANT before Final Approval is issued)

The following information must be provided for structures that are part of this application. This As-built elevation data must be certified by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement, bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and columns) is: \_\_\_\_\_ ft. (NGVD/NAVD).
2. Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ ft. (NGVD/NAVD)

**COMPLIANCE ACTION** (To be completed by FLOODPLAIN ADMINISTRATOR)

The FLOODPLAIN ADMINISTRATOR will complete this section as applicable based on inspection of the project or evaluation of as-built conditions to ensure compliance with the Waxhaw Flood Damage Prevention ordinance.

**INSPECTIONS**

DATE _____	BY _____	DEFICIENCIES?	__ Yes __ No
DATE _____	BY _____	DEFICIENCIES?	__ Yes __ No
DATE _____	BY _____	DEFICIENCIES?	__ Yes __ No

**INSPECTION NOTES OR PERMIT CONDITIONS:**

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**FINAL APPROVAL** (To be completed by FLOODPLAIN ADMINISTRATOR or designee)

Final Approval issued:

\_\_\_\_\_  
Floodplain Administrator

\_\_\_\_\_  
Date