

Town of Richlands

Post Office Box 245
Richlands, North Carolina 28574
Telephone (910) 324-3301 Fax (910) 324-2324



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

GENERAL PROVISIONS (Applicant to read and sign)

1. This permit application will accompany any additional application(s) and its associated information for the type of construction being proposed.
2. No work, including clearing, excavating, filling, or grading of any kind may start until a permit is issued.
3. The permit may be revoked if any false statements are made herein.
4. If revoked, all work must cease until permit is re-issued.
5. Development shall not be used or occupied until a Certificate of Occupancy is issued.
6. The permit will expire if no work is commenced within six months of issuance.
7. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements. Please refer to the Town of Richlands's Flood Damage Prevention Ordinance for a complete list of requirements for plans.
8. Applicant hereby gives consent to the Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.
9. **I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HERIN AND ATTACHMENTS TO THE APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.**

Applicant's Signature _____

Date: _____

Applicant Information

Name: _____

Phone No. _____

Address: _____

Email: _____

Builder Information

Name: _____

Phone No. _____

Address: _____

Email: _____

Engineer/Surveyor Information

Name: _____

Phone No. _____

Address: _____

Email: _____

Project Details

Physical Address: _____ Parcel ID: _____

FIRM Panel: _____ FIRM Date: _____ Flood Zone: _____

Is the proposed development/project inside a regulatory floodway or a non-encroachment area:

NO YES

Is the proposed development/project outside of a Special Flood Hazard Area: NO YES

If yes, skip page 3 and provide indication with a site or sketch plan of the work in relationship to the SFHA. A plot plan drawn to scale by a registered land surveyor or professional engineer maybe requested.

Description of work (check all applicable boxes)

Development Activities

Clearing Fill Mining Drilling Grading

Excavation Watercourse Alteration (Including dredging and channel modification)

Drainage Improvements (Including culvert work) Road, Street, or Bridge Construction

Subdivision (New or Expansion) Individual Water or Sewer System

Other: (Please Specify) _____

Structural Activities

Type of Activity

New Structure Structure Improvement Replacement Relocation Demolition

Structure Type

Single Family Residential Multifamily Accessory Structure Commercial Use

Combined Use (Residential and Commercial) Manufactured Home Fuel Tank(s)

Alterations, Additions, or Improvements to Existing Structures

What is the estimated market value of the existing structure? (if applicable) \$ _____

What is the cost of the proposed construction?* \$ _____

*If the cost of the proposed construction equals or exceeds fifty (50) % of the market value of the structure then the substantial improvements requirements shall apply. Verification of estimates may be conducted.

Development Standards Data and Documentation (to be completed by the applicant):

1. Provide a plot plan drawn to scale by a registered land surveyor or professional engineer which shall include, but not be limited to, the following specific details of the proposed floodplain development:
 - a. the nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures (to include fuel tanks), utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - b. the boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map, or a statement that the entire lot is within the Special Flood Hazard Area;
 - c. flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map;
 - d. the boundary of the floodway(s) or non-encroachment area(s);
 - e. the Base Flood Elevation (BFE) per FIRM at development site;
 - f. the old and new location of any watercourse that will be altered or relocated as a result of proposed development;;
 - g. the certification of the plot plan by a registered land surveyor or professional engineer;
2. If located within a Regulatory Floodway or Non-Encroachment Area as noted above, attach engineering certification and supporting data as required.
3. Base flood elevation (BFE) per FIRM at development site: _____ (NGVD 1929 or NAVD 1988).
4. Regulatory flood elevation at development site (BFE + 2ft): _____ (NGVD 1929 or NAVD 1988).
5. Elevation in relation to mean sea level (MSL) at or above which the lowest floor (including basement) must be constructed: _____ (NGVD 1929 or NAVD 1988).
6. Elevation in relation to mean sea level (MSL) at or above which all attendant utilities to include, but not limited to, all heating, air conditioning and electrical equipment must be installed: _____ (NGVD 1929 or NAVD 1988).
7. Will garage (if applicable) be used for any purpose other than parking vehicles, building access, or storage? NO YES
If yes, then the garage must be used in determining the lowest floor elevation.
8. Proposed method of elevating the structure: Fill Foundation Both
 - a) Number of permanent flood openings in the crawl space or enclosure _____ (minimum of 2)
 - b) Total area of openings required: _____ (1 sq. inch per sq. foot of enclosed footprint area below BFE)
9. Will any watercourse be altered or relocated as a result of the proposed development? NO YES

If yes, attach a description and an Engineer study of the extent of the alteration or relocation.
10. Non-residential structures only

Floodproofing information (if applicable): Elevation in relation to mean sea level (MSL) to which structure shall be floodproofed: _____ (NGVD 1929 or NAVD 1988). Include a Floodproofing Certificate (FEMA Form 81-65) with supporting data and an operational plan that includes, but is not limited to, installation, exercise, and maintenance of floodproofing measures.

11. Elevation Certificates (FEMA Form FF-206-FY-22-152), completed by a registered/licensed surveyor/engineer, is required prior to the actual start of new construction, after the reference level is established (must note relation to NAVD 1988), and after construction is completed and prior to Certificate of Occupancy/Compliance being issued. Photo evidence must be submitted with the final as-built certification of at least 2 photos showing front and rear of building (multi-level buildings must also have 2 photos of each side) and foundation showing example of flood openings/vents. Photos must be in color and measure at least 3"x3", with digital photographs being acceptable.

Applicant Acknowledgement

I, the undersigned, understand that the issuance of a floodplain development 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 occupancy of the structure being permitted, an elevation certificate signed by a registered land surveyor and/or floodproofing certificate signed by a professional engineer or registered land surveyor must be on file with the Community Development Department indicating the "as built" elevations in relation to mean sea level (MSL). I also understand that prior to Certificate of Occupancy issuance, copy of recorded Nonconversion Agreement must be on file with the Community Development Department.

Applicant's Signature

Applicant's Printed Name

Date

For Office Use

Floodplain Administrator: _____

Signature: _____ Date: _____

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FLOODPLAIN DEVELOPMENT MATERIAL LIST

FOR ALL MATERIALS BELOW RFPE

Location or use of material	Material and manufacturer
Exterior	
Decking	
Other floor coverings	
Sheathing	
Lumber	
Doors	
Windows	
Exterior wall covering	
Exterior Trim	
Other _____	
Interior	
Wall covering	
Trim	
Doors	
Insulation	
Floor coverings	
Other _____	

Reference: FEMA Technical Bulletin 2

**TOWN OF RICHLANDS, NORTH CAROLINA
NONCONVERSION AGREEMENT
FOR CERTAIN STRUCTURES IN SPECIAL FLOOD HAZARD AREA**

Whereas, a building permit has been applied for to construct, improve, or repair the property at _____
(address), also known as Onslow County tax parcel number _____, which is located within the
jurisdictional boundaries of The Town of Richlands, North Carolina and

Whereas, the permitted building has the lowest floor elevated above the base flood elevation plus 2 feet and the design and
construction of the building meets current NC Building Codes and the requirements of the Flood Damage Prevention Ordinance
of The Town of Richlands and

Whereas, as a condition of a Certificate of Occupancy, the owner must agree not to alter the building at a later date so as to
violate the NC Building Codes and/or the requirements of the Flood Damage Prevention Ordinance of The Town of Richlands.

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That the enclosed area below the lowest floor shall be used solely for parking of vehicles, limited storage, or access to
the building and will never be used for human habitation unless a Flood Development Permit is issued, and the
enclosure can be made fully compliant with the Flood Damage Prevention Ordinance in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the [design flood elevation/base flood elevation plus two (2) feet] shall
be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices that service the building shall not be installed below the [design flood
elevation/base flood elevation plus two (2) feet].
4. That the openings in the walls of the enclosed area below the lowest floor shall not be blocked, obstructed, or otherwise
altered to reduce the size of the openings or restrict the automatic entry and exit of floodwaters.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and the Flood
Damage Prevention Ordinance of the Town of Richlands.
6. That the owner and subsequent owners understand that the Town of Richlands has a right to inspect inside the premises
at any time to verify compliance with this agreement.
7. That this Agreement must be referenced in all deeds of transfer for the above property so that subsequent owners are
made aware of these restrictions.

Signature of Property Owner(s)
Printed name: _____
Date: _____

Signature of Property Owner(s)
Printed name: _____
Date: _____

G.S. § 10B-41 NOTARIAL CERTIFICATE FOR ACKNOWLEDGMENT

Onslow County, North Carolina
I certify that the following person(s) personally appeared
before me this day, each acknowledging to me that he or
she signed the foregoing document:

(Official Seal)

Name(s) of property owner(s)
Date: _____

Official Signature of Notary

Notary's printed or typed name

My commission expires: _____