

# Town of Holly Ridge

Post Office Box 145

Holly Ridge, North Carolina 28445

Telephone (910) 329-7081 Fax (910) 329-1593



## 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 Holly Ridge'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 boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Areas (OPA), if applicable;
  - h. 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 086-0-33), 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: \_\_\_\_\_

# Town of Holly Ridge

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## FLOODPLAIN DEVELOPMENT MATERIAL LIST

### FOR ALL MATERIALS BELOW RFPE

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

Reference: FEMA Technical Bulletin 2

**National Flood Insurance Program  
V-Zone Certification**

<b>Property Information</b>	<b>For Insurance Company Use</b>
Name	Policy Number
Structure Address or Other Description	
City	State
	Zip Code

**SECTION I: FLOOD INSURANCE RATE MAP (FIRM) INFORMATION**

*Note: To be obtained from FIRMs in effect at the time of the certification*

1. Community Number 37	2. Panel Number	3. Suffix	4. Date of FIRM Index	5. FIRM Zone
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**SECTION II: ELEVATION INFORMATION**

*Note: This form is not a substitute for an Elevation Certificate. Elevations should be rounded to nearest tenth of a foot.*

1. Elevation of the Bottom of Lowest Horizontal Structure Member .....	_____ feet (NAVD 88)
2. Regulatory Flood Protection Elevation (RFPE) .....	_____ feet (NAVD 88)
3. Elevation of Lowest Adjacent Grade .....	_____ feet (NAVD 88)
4. Approximate Depth of Anticipated Scour/Erosion Used for Foundation Design.....	_____ feet (NAVD 88)
5. Embedment Depth of Pilings or Foundation Below Lowest Adjacent Grade.....	_____ feet (NAVD 88)

**SECTION III: V-ZONE CERTIFICATION STATEMENT**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

\_\_\_\_\_ I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:

\_\_\_\_\_ a) The bottom of the lowest horizontal structure member of the lowest floor (excluding the pilings or columns) is elevated to or above the Regulatory Flood Protection Elevation; and,

\_\_\_\_\_ b) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components, including grade beams and bracing, if applicable. Water loading values used are those associated with the base flood including wave action. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the flood, including wave action.

**SECTION IV: AREAS BELOW THE LOWEST FLOOR**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

\_\_\_\_\_ I certify that I have developed or reviewed the structural design, plans and specifications for construction and that the design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting the following provisions:

\_\_\_\_\_ a) All areas below the lowest floor are free of obstruction (including open lattice work, insect screening, bracing and grade beams as allowed in accordance with FEMA Technical Bulletin 5 and ASCE 24); or

\_\_\_\_\_ b) Breakaway walls are constructed in accordance with prescriptive design in FEMA Technical Bulletin 9: Breakaway Walls; or

\_\_\_\_\_ c) Breakaway walls shall collapse from water load less than that which would occur during the base flood without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

**SECTION V: SAND DUNES AND MANGROVE STANDS**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

In accordance with 44 CFR 60.3(e)(7) and Paragraph G103.7 of the North Carolina Building Code, the construction:

\_\_\_\_\_ a) Does not alter sand dunes or mangrove stands; or

\_\_\_\_\_ b) Alters sand dunes or mangrove stands but does not increase potential flood damage.

**SECTION VI: SEPTIC TANKS**

*Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.*

\_\_\_\_\_ a) There is not a septic tank serving the building; or

In accordance with 44 CFR 60.3(a)(3) and (6), Section G701.1 of the North Carolina Building Code, and ASCE 24-14 7.3 and 9.7, the sanitary sewer system:

\_\_\_\_\_ b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy and is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters; or

\_\_\_\_\_ c) Is located to avoid impairment to them or contamination from them during flooding.

### SECTION VII: UNDERGROUND FUEL TANKS

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

\_\_\_\_\_ a) There is not an underground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure:

\_\_\_\_\_ b) Is designed and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrostatic and hydrodynamic loads, including 150% of the effect of buoyancy, is designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and calculated flood-related loads take into account the eroded ground elevation.

### SECTION VIII: ABOVE GROUND FUEL TANKS

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

\_\_\_\_\_ a) There is not an above ground fuel tank serving the building; or

In accordance with 44 CFR 60.3(a)(3)(iv) and ASCE 24-14 Section 9.7, the fuel tank(s) servicing the structure:

\_\_\_\_\_ b) Is elevated to or above the Regulatory Flood Protection Elevation on a detached platform with a foundation that meets the requirements of Section III, or

\_\_\_\_\_ c) Is underneath or attached to a building and is elevated in accordance with ASCE 24-14 Table 4-1.

### SECTION IX: SWIMMING POOLS

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

\_\_\_\_\_ a) There is not a swimming pool or hot tub located on the subject property; or

In accordance with the North Carolina State Building Code Section G801.5, the North Carolina Residential Building Code Section AV103.3, and ASCE 24 9.6.2, the swimming pool / hot tub is:

\_\_\_\_\_ b) Located and designed to be structurally independent of buildings and structures; or

\_\_\_\_\_ c) Located in or on elevated floors or roofs that are at or above the Regulatory Flood Protection Elevation;

and

\_\_\_\_\_ d) Is elevated so that the lowest horizontal structural member is at or above the Regulatory Flood Protection Elevation; or

\_\_\_\_\_ e) Is designed and constructed to break away during design flood conditions without producing debris capable of causing significant damage to any structure; or

\_\_\_\_\_ f) Is designed and constructed to remain in the ground during design flood conditions without obstructing flow that results in damage to any structure.

### SECTION X: FILL

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

\_\_\_\_\_ a) No fill has been placed on the site; or

\_\_\_\_\_ b) Any fill placed on the site is at less than a 5:1 (20%) slope and is similar to natural soils in the area; or

\_\_\_\_\_ a) Is at a greater than 5:1 (20%) slope but will not cause or worsen wave runup or wave reflection capable of damaging adjacent buildings.

### SECTION XI: EROSION CONTROL STRUCTURES

**Note: This section must be certified by a registered professional engineer or architect. Initial all that apply.**

Bulkheads, seawalls, retaining walls, revetments, and similar structures are considered erosion control structures.

\_\_\_\_\_ a) No erosion control structures have been placed on the site; or

\_\_\_\_\_ b) Erosion control structures are located at least 30' from any structures; or

\_\_\_\_\_ c) Erosion control structures are not located beneath any structures and will not cause or worsen wave runup or wave reflection capable of damaging adjacent buildings.

### SECTION XII: CERTIFICATION

<b>Name of Certifier</b>	<b>Title</b>		<b>Seal</b>
<b>Firm Name</b>	<b>License Number</b>		
<b>Street Address</b>	<b>Phone Number and Email</b> (     )		
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Signature</b>	<b>Date</b>		

**TOWN OF HOLLY RIDGE, 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 Holly Ridge, 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 Holly Ridge 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 Holly Ridge.

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 Holly Ridge.
6. That the owner and subsequent owners understand that the Town of Holly Ridge 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: \_\_\_\_\_