



The Town of Sunset Beach

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FLOODPLAIN DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Plans and Application Requirements. Application for a Floodplain Development Permit shall be made to the Floodplain Administrator on forms obtained prior to any development activities located within flood prone areas. The following items/information shall be presented to the Floodplain Administrator when applying for a floodplain development permit.

- 1) A plot plan drawn to scale which shall include, but shall 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, the location of utility systems, proposed grading/pavement areas, fill materials, storage areas, drainage facilities, and other proposed development.
 - b) The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, 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 as determined in Article 3, Section B.
 - d) The boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B.
 - e) The Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C (11 & 12); or Article 5, Sections C, D and B (5).
 - 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 effective date of CoBRA zone or OPA, if applicable.
 - h) Preparation of the plot plan by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. (*Optional*)
- 2) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
 - a) Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures.
 - b) Elevation in relation to mean sea level to which any non-residential structure will be flood-proofed.
 - c) Elevation in relation to mean sea level to which any proposed utility systems will be elevated or floodproofed.

- 3) If floodproofing, a floodproofing certificate and back-up plans from a registered professional engineer or architect certifying that the non-residential flood-proofed development will meet the flood-proofing criteria in Article 5, Section B (2) and Section C (2).
- 4) A Foundation Plan drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance, are met. These details include 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).
 - b) Should solid foundation perimeter walls be used in floodplains other than coastal high hazard areas, details of sufficient openings to facilitate the unimpeded movements of floodwaters in accordance with Article 5, Section B (4).
 - c) In Coastal High Hazard Areas, the following must also be submitted prior to floodplain development permit issuance. Specific requirements are detailed in Article 5, Section F and Article 5, Section B (4)(b) of this code.
 - (i) V-zone Certification form with accompanying plans and specifications verifying the engineered structure and breakaway wall designs as set forth in Article 5, Section B (4)(b) of this code.
 - (ii) Plans for latticework or decorative screening, if applicable. Plans for any structures that will have lattice work or decorative screening must be submitted to the floodplain administrator for approval prior to floodplain development permit issuance.
 - (iii) Plans for non-structural fill, if applicable. Plans for placement of any non-structural fill must be submitted to the floodplain administrator for approval prior to floodplain development permit issuance. Requirements are detailed in Article 5, Section F (8) of this code.
- 5) Usage details of any enclosed space below the regulatory flood protection elevation.
- 6) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage;
- 7) Copy of all other Local, State, and Federal permits required prior to floodplain development permit issuance (i.e., Wetlands, Erosion and Sedimentation Control, CAMA, Riparian Buffers, Mining, etc.)
- 8) If floodplain development permit is issued for placement of Recreational Vehicles and/or Temporary Structures, documentation to ensure Article 5, Section B (6 & 7) of this code is met.
- 9) If a watercourse is proposed to be altered and/or relocated, a description of the extent of watercourse alteration or relocation; an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse 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 or relocation.

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