



# Clay County Building Department

33 Main Street, P.O. Box 118  
Hayesville, NC 28904  
(828) 389-0274 / Fax (828) 389-9875

## Special Flood Hazard Area Development Permit / Application

*(To be completed by Floodplain Administrator/ Manager ONLY)*

Permit Application #	<input type="text"/>	Subdivision Name / County Area	<input type="text"/>
Application Date	<input type="text"/>	Building Permit#	<input type="text"/>
Firm Panel #	<input type="text"/>	Flood Plain Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PIN Number	<input type="text"/>		

### **SECTION I: GENERAL PROVISIONS** *(Must be read and signed by APPLICANT)*

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.
8. For activities requiring site plan or plat approval the application is submitted to the Clay County Floodplain Administrator.
9. For activities involving single family or two family developments on a lot of record, temporary uses, or demolition not requiring site plan approval, the application is submitted to the Clay County Building Inspections Department.
10. For other activities the application is submitted to the Clay County Building Department.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

### **SECTION 2: PROJECT INFORMATION** *(To be completed by APPLICANT)*

**SITE INFORMATION** (To avoid delay in processing the application; please provide enough information to easily identify the project location. Attach additional sheets if necessary.)

**STREET ADDRESS** \_\_\_\_\_

**FEMA COMMUNITY NUMBER**, \_\_\_\_\_ **FIRM PANEL NUMBER(S)**, \_\_\_\_\_

**FIRM EFFECTIVE DATE** \_\_\_\_\_ **BASE FLOOD ELEVATION(S)** \_\_\_\_\_

The permit application must be accompanied by a certified drawing sealed by a licensed Professional Engineer or Professional Land Surveyor registered in the State of North Carolina that shows the location of all FEMA floodplain boundaries, existing structures, water bodies, adjacent roads, lot dimensions, surveyed location of Base Flood Elevations, and proposed development.

**A. Is Site Drawing Submitted with Application?**  Yes  No

**B. Is the Development located in a FEMA designated Floodplain?**  Yes  No

**C. Estimated Cost of Project \$** \_\_\_\_\_



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### D. Description of Work (Check all that apply)

<input type="checkbox"/> Activity	<input type="checkbox"/> Structure Type
<input type="checkbox"/> New Construction	<input type="checkbox"/> Residential
<input type="checkbox"/> Addition	<input type="checkbox"/> Commercial
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Flood proofing)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Combined Use (Residential & Commercial)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured Home / Park or Other (please specify)
<input type="checkbox"/> Replacement	<input type="checkbox"/> <input type="text"/>

### E. Other Development Activities: (Check all that apply)

<input type="checkbox"/> Excavation for structure	<input type="checkbox"/> Clearing (for development or structure)
<input type="checkbox"/> Excavation (except for Structural Dev. Above)	<input type="checkbox"/> Fill
<input type="checkbox"/> Watercourse Alteration	<input type="checkbox"/> Mining
<input type="checkbox"/> Drainage Improvements(culverts, ditching, etc)	<input type="checkbox"/> Drilling
<input type="checkbox"/> Road, Bridge Construction	<input type="checkbox"/> Grading
<input type="checkbox"/> Individual Water or Septic / Sewer System	<input type="checkbox"/> Other (please specify)
	<input type="text"/>

F. Brief Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SECTION 3: CERTIFICATION (To be completed by APPLICANT)

As the applicant I certify that I am either the owner or authorized agent of the owner and that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate.

PRINT APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

BUILDER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_



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ENGINEER'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**SECTION 4: APPLICATION DETERMINATION** *(To be completed by Floodplain Administrator/ Manager ONLY)*

**The Project Site:**

- 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. (Notify the applicant that the application review is complete and **NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED**).
- Is located in a Special Flood Hazard Area. FIRM zone designation is: \_\_\_\_\_ Regulatory Base Flood Elevation at the site is: ft. \_\_\_\_\_ (NAVD1988)
- Is located in the floodway or non-encroachment area. *(Engineered Study is required for the Development to continue)*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

*(To be completed by Floodplain Administrator/ Manager ONLY)*

<p>Application Review Fee: \$60.00 – pr house or \$30.00 pr acre (land or subdivisions – area within floodplain)</p> <p>Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date: <input type="text"/></p>	<p>Review by: <input type="text"/></p> <p>Date of Review : <input type="text"/></p>
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