



Office of Planning and Sustainability  
phone (919) 968-2728 [planning@townofchapelhill.org](mailto:planning@townofchapelhill.org)

Public Works – Stormwater Management  
phone (919) 969-7246 [stormwater@townofchapelhill.org](mailto:stormwater@townofchapelhill.org)

<b>FLOODPLAIN DEVELOPMENT PERMIT APPLICATION</b>	
<b>Permit #:</b>	<b>Parcel Identifier Number:</b>

**I. GENERAL PROVISION.** [Refer to Town Code Chapter 5, Article IV \(Sec 5-50 through 5-68\)](#)

1. The permit application must be accompanied by a certified drawing sealed by a licensed Professional Engineer or Architect 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.
2. For RESIDENTIAL structures, the lowest floor must be elevated to two (2) foot above the base flood elevation (100 year flood or 1% chance flood elevation).
3. For NON-RESIDENTIAL structures, the lowest floor must be elevated to two (2) feet above the base flood elevation, or flood-proofed to withstand the flood depths, pressure, velocities, impact and uplift forces associated with the 100-year flood or 1% chance flood.
4. All utility supply lines, outlets, switches and equipment including air condition units must be installed and elevated two (2) feet above base flood elevation so as to minimize damage from flooding. Water and sewer supply lines must be constructed to minimize or eliminate infiltration of floodwaters into the systems.
5. You must submit certification on a FEMA Elevation Certificate or Flood-proofing Certificate from a registered Engineer, Architect or Land Surveyor, that the floor elevation and/or flood-proofing requirements have been met.
6. If solid foundation perimeter walls are used, a minimum of two (2) openings must be provided in the foundation wall having a total area of not less than one (1) square inch for every one (1) square foot of enclosed area subject to flood.

**II. PERMIT APPLICATION INFORMATION**

Project Name:	Date:
Applicant Name:	Phone #:
Applicant Address:	
Project location (Street Address) :	



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Project Description :

### III. DESIGN INFORMATION

Permit requested for the following development with Special Flood Hazard Area (Check all that apply):

**Construction Operations**

**Development Type**

**Infrastructure Type**

Excavation:  Yes  No

Residential :

Road : Yes  No

Grading:  Yes  No

Commercial :

Utility : Yes  No

Fill, Flood fringe:  Yes  No

Industrial :

Building: Yes  No

Fill, Floodway :  Yes  No

Mobile Home: Yes  No

**Description:**

**FIRM Data:**

N/A Map Panel # :  Suffix:  Flood Zone :

Map Panel Date:  Map Index Date :

**Building Construction:**

N/A Base Flood Elevation:  feet, Mean Sea Level (MSL)

Finish Floor Elevation :  feet, Mean Sea Level (MSL)

**Elevation Method**

Fill  Solid Foundation Perimeter Walls – Fill in information below:  Other – indicate in “Description”

Number of Openings:  Dimensions per Opening :  inches x  inches

Enclosed Foundation Area :  square feet Cumulative Opening Area :  square inches

Bottom of Opening above grade :  feet (the bottom shall be no more than one (1) foot above grade)



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### IV. APPLICANT'S STATEMENT

I hereby certify that I am authorized to submit this application, that all information is correct and all work will comply with the NC State Building Code and all other applicable State and local laws, ordinances, regulations or private building restrictions imposed. I understand that knowingly providing false information in this application can subject me to civil and criminal prosecution. I will ensure that Development Services is notified of any changes in the approved plans and specifications for the project herein. I also agree to be responsible for any damage to public improvements, including, but not limited to streets, curbs, sidewalks, sewer or other utility lines occasioned by the work performed in accordance with this project. I understand that electrical power will not be turned on, nor any Certificate of Occupancy issued until construction is complete, all fees are paid, and all utilities and public improvements are installed and operative. I further understand that the Town of Chapel Hill has adopted a Noise Control Ordinance and agree to comply with the provisions of the ordinance. A signed Scope of work document is attached to this application that includes the owner's signature and details of all work, inclusive of that of subcontractors.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach a set of plans drawn to scale showing the following:

1. Existing two foot (2') contours;
2. Location, dimension and elevation of the proposed landscape alterations;
3. Existing and proposed structure;
4. Existing floodplain boundary (both sides of the floodplain) and elevations;
5. Altered floodplain boundary (both sides of the floodplain) and elevations;
6. Elevation of the lowest floor, including basement of the proposed structure;
7. Elevation to which any non-residential structure should be flood-proofed;
8. Description of the extent to which any water course or natural drainage will be altered or relocated as a result of proposed development;
9. A certification signed and sealed by a professional engineer or licensed architect registered in the State of North Carolina, that the proposed development does comply with all terms and conditions set by the Flood Damage Preventive Ordinance.

The engineer/architect may be required to submit hydrologic data and method of analysis to support information contained in this application. All elevations shall be in relation to mean seal level.