



**Town of Waxhaw**  
**Development Services Department**  
 1150 N. Broome Street, PO Box 617  
 Waxhaw, NC 28173  
 704-843-2195 (Phone)  
 704-243-3276 (Fax)  
 www.waxhaw.com

Date Received
_____
Permit Fee
_____
Permit Number
_____

**FLOODPLAIN DEVELOPMENT / ZONING PERMIT - CONSTRUCTION**

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Address/Location of Property: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_ Lot No. \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Structure Size: \_\_\_\_\_

Type of Water Service on Lot: \_\_\_\_\_ Type of Sewer on Lot: \_\_\_\_\_

**FLOOD HAZARD DATA**

Is the property located within a floodway? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the property located within a floodplain? \_\_\_\_\_ Yes \_\_\_\_\_ No

The proposed development is located in the FIRM \_\_\_\_\_ flood zone.

FEMA FIRM Panel: \_\_\_\_\_

FIRM Effective Date: \_\_\_\_\_

**APPLICANT IS TO COMPLETE 'PROPOSED' COLUMN ONLY**

	<b><u>REQUIRED</u></b>	<b><u>PROPOSED</u></b>
Front Setback	_____ ft	_____ ft
Rear Setback	_____ ft	_____ ft
Side Yard Left	_____ ft	_____ ft
Side Yard Right	_____ ft	_____ ft
Building Height	(Max.) _____ ft	_____ ft
Lot Coverage of Structures	(Max.) _____ %	_____ %

Accessory Structure Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_

*\*\* Accessory structures must be located a minimum of eight feet away from any other structure on the lot\*\**

Brief Description of Project / Development being proposed: \_\_\_\_\_

**PROJECT DESCRIPTION** (Check all that are applicable)

A. STRUCTURAL DEVELOPMENT

ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

STRUCTURE TYPE

- Residential
- Multi-Family Residential
- Non-Residential (Floodproofing? \_\_\_\_\_)
- Mixed Use
- Manufactured Home

ESTIMATED COST OF PROJECT \$ \_\_\_\_\_

B. OTHER DEVELOPMENT ACTIVITIES

- Clearing     Fill     Mining     Drilling     Grading
- Excavation
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please specify) \_\_\_\_\_

**DEVELOPMENT STANDARDS DATA**

1. Base flood elevation (BFE) per FIRM at development site:  
\_\_\_\_\_ (NGVD)                      \_\_\_\_\_ (NAVD)
2. Regulatory flood elevation at development site (BFE + locally adopted freeboard):  
\_\_\_\_\_ (NGVD)                      \_\_\_\_\_ (NAVD)
3. Elevation in relation to mean sea level (MSL) at which the bottom floor (including basement) will be constructed:  
\_\_\_\_\_ (NGVD)                      \_\_\_\_\_ (NAVD)
4. Will garage (if applicable) be used for any purpose other than parking vehicles, building access or household storage? \_\_\_\_\_
5. Elevation in relation to mean sea level (MSL) above which all utilities (including heating, air conditioning, and electrical equipment) will be installed:  
\_\_\_\_\_ (NGVD)                      \_\_\_\_\_ (NAVD)
6. Proposed method of elevating the structure: \_\_\_\_\_
  - A. If foundation wall is used, provide minimum of 2 openings.
  - B. Total area of openings required (1 sq. inch per square foot of enclosed floor area)

**DEVELOPMENT STANDARDS DATA** (continued)

7. Will any watercourse be altered or relocated as a result of the proposed development? \_\_\_\_\_

If yes, attach a description of the extent of the alteration or relocation.

8. Floodproofing information (if applicable):

Method of floodproofing: \_\_\_\_\_

Elevation in relation to mean sea level (MSL) to which structure shall be floodproofed:

\_\_\_\_\_ (NGVD)          \_\_\_\_\_ (NAVD)

A plot plan must be submitted with the application, **drawn to scale**, which shall include, but is not limited to, the following specific details of the proposed floodplain development:

(a) the nature, location, dimensions, and elevations of:

- \_\_\_\_\_ the area of the development
- \_\_\_\_\_ existing and proposed structures and infrastructure
- \_\_\_\_\_ the location of utility systems
- \_\_\_\_\_ proposed grading/pavement areas
- \_\_\_\_\_ fill materials
- \_\_\_\_\_ storage areas
- \_\_\_\_\_ drainage facilities
- \_\_\_\_\_ other proposed development;

(b) the boundary of the Special Flood Hazard Area, or a statement that the entire lot is within the Special Flood Hazard Area;

(c) flood zone(s) designation of the proposed development area;

(d) the boundary of the floodway(s) or non-encroachment areas;

(e) the boundary of the Special Flood Hazard Conservation Area, as delineated on the official Special Flood Hazard Conservation Area Boundary Map, when such boundary crosses the subject property; or a statement that the entire property is entirely within, or outside, as appropriate, the Special Flood Hazard Conservation Area;

(f) the Base Flood Elevation, where provided;

(g) the old and new locations of any watercourse that will be altered or relocated as a result of proposed development;

(h) if floodproofing, back-up plans and an operation/maintenance plan.

A foundation plan must also be submitted with the application, drawn to scale, which shall include details of the proposed foundation system, including, 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, etc.);
- (b) if using solid foundation perimeter walls, details of required openings;
- (c) the area (in square feet) of the portion of the foundation below the Base Flood Elevation; and
- (d) proposed use(s) of any enclosed space below the Base Flood Elevation.

Include the following:

- (a) Plans and/or details for the protection of public utilities and facilities, such as sewer, gas, electrical, and water systems, located and constructed so as to minimize flood damage;
- (b) Copies of all other local, State, and Federal permits required prior to Floodplain Development Permit issuance (i.e. Wetlands, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.).
- (c) Documentation for placement of recreational vehicles and/or temporary structures, when applicable, to ensure that provisions of Section 5 of the Flood Damage Prevention ordinance are being met.

**GENERAL PROVISIONS**

- 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.

**AN ELEVATION CERTIFICATE (FEMA FORM 81-31) OR FLOOD PROOFING CERTIFICATE (FEMA FORM 81-65) IS REQUIRED FOR DEVELOPMENT WITHIN THE REGULATED FLOODPLAIN.**

Acknowledgement

I, the undersigned, understand that the issuance of a floodplain development permit / zoning construction 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 the occupancy of the structure permitted, an elevation and/or flood proofing certificate signed by a professional engineer or professional land surveyor must be on file with the Waxhaw Planning and Community Development Department indicating the “as built” elevations (for development within the regulated floodplain).

\_\_\_\_\_  
*Applicant Name (Please Print)*

\_\_\_\_\_  
*Property Owner Name (Please Print)*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**THE FOLLOWING SHALL BE FILLED OUT BY THE ZONING ADMINISTRATOR**

Based on the information hereby furnished to me, and my knowledge of the Waxhaw Unified Development Ordinance, I HEREBY:

APPROVE

DISAPPROVE

COMMENTS / CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Reviewer

\_\_\_\_\_  
Date

**THE FOLLOWING SECTION IS TO FILLED OUT BY THE FLOODPLAIN ADMINISTRATOR**

Based on the information hereby furnished to me, and my knowledge of the Waxhaw Flood Damage Prevention Ordinance, I HEREBY:

APPROVE

DISAPPROVE

COMMENTS / CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Floodplain Administrator

\_\_\_\_\_  
Date

This permit is issued with the condition that the lowest floor (including basement floor) of any new or substantially-improved residential building will be elevated \_\_\_\_\_ foot/feet above the base flood elevation (BFE). If the proposed development is a non-residential building, this permit is issued with the condition that the lowest floor (including basement) of a new or substantially-improved nonresidential building will be elevated or floodproofed \_\_\_\_\_ foot/feet above the base flood elevation (BFE).

This permit is used with the condition that the developer/owner will provide a certification by a registered engineer, architect, or land surveyor of the "as-built" lowest floor (including basement) elevation of any new or substantially-improved building covered by this permit.

**AS-BUILT ELEVATIONS** (To be submitted by APPLICANT before Final Approval is issued)

The following information must be provided for structures that are part of this application. This As-built elevation data must be certified by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement, bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and columns) is: \_\_\_\_\_ ft. (NGVD/NAVD).
2. Actual (As-Built) Elevation of floodproofing protection is \_\_\_\_\_ ft. (NGVD/NAVD)

**COMPLIANCE ACTION** (To be completed by FLOODPLAIN ADMINISTRATOR)

The FLOODPLAIN ADMINISTRATOR will complete this section as applicable based on inspection of the project or evaluation of as-built conditions to ensure compliance with the Waxhaw Flood Damage Prevention ordinance.

**INSPECTIONS**

DATE _____	BY _____	DEFICIENCIES?	__ Yes __ No
DATE _____	BY _____	DEFICIENCIES?	__ Yes __ No
DATE _____	BY _____	DEFICIENCIES?	__ Yes __ No

**INSPECTION NOTES OR PERMIT CONDITIONS:**

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**FINAL APPROVAL** (To be completed by FLOODPLAIN ADMINISTRATOR or designee)

Final Approval issued:

\_\_\_\_\_  
Floodplain Administrator

\_\_\_\_\_  
Date