



Alexander County Floodplain Permit Requirement Checklist

All code references are for the Alexander County Flood Damage Prevention Ordinance, found [here](#).

Application Requirements.

Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:

- A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Section §159.110 or a statement that the entire lot is within the Special Flood Hazard Area;
 - Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Section §159.110;
 - The boundary of the floodway(s) or non-encroachment area(s) as determined in Section §159.110;
 - The Base Flood Elevation (BFE) where provided as set forth in Section §159.110; Section §159.220; or Section §159.330;
 - The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
 - The certification of the plot plan by a registered land surveyor or professional engineer.
- Proposed elevation and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
 - Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures;
 - Elevation in relation to mean sea level to which any non-residential structure in Zone AE, A or AO will be flood-proofed; and
 - Elevation in relation to mean sea level to which any proposed utility systems will be elevated or floodproofed.

- If floodproofing, 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.
- 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:
 - The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Section §159.310(D)(3) when solid foundation perimeter walls are used in Zones A, AE, and A1-30.
- Usage details of any enclosed areas below the lowest floor.
- 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.
- Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
- Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Section §159.310 (F) and (G) of this ordinance are met.
- A description of proposed watercourse alteration or relocation, when applicable, including 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.

Certification Requirements.

- Elevation Certificates.
 - An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.
 - An Elevation Certificate (FEMA Form 81-31) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain

Administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.

- A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy. The Final Elevation Certificate (FEMA Form 81-31) shall also be attached to the property transfer deed, for those properties which are located within a special flood hazard area, when recorded at the Alexander County Register of Deeds Office.
- Floodproofing Certificate. If non-residential floodproofing is used to meet the regulatory flood protection elevation requirements, a Floodproofing Certificate (FEMA Form 81- 65), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to mean sea level. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
- If a manufactured home is placed within Zone A, AE, or A1-30 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Section §159.310 (C)(2).
- If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified 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 showing the location of the proposed watercourse

alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

- Certification Exemptions. The following structures, if located within Zone A, AE or A1-30, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:
 - Recreational Vehicles meeting requirements of Section §159.310 (F)(1);
 - Temporary Structures meeting requirements of Section §159.310 (G); and
 - Accessory Structures less than 150 square feet meeting requirements of Section §159.310 (H).