



TOWN OF CLAYTON
Engineering & Inspections
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002

FLOODPLAIN DEVELOPMENT PERMIT COVER SHEET

Name of Project: _____ **Date:** _____

Applicant Name: _____

The following checklist to be completed by applicant:

- Tax assessor map
- Maps and/or plans showing the location, scope and extent of development
- Floodproofing Certificate or flood opening requirements: Certificate and supporting documentation
- No-Rise Certificate: Certificate and supporting documentation used to provide the certification
- Elevation Certificate
 - Pre Construction
 - Building Under Construction
 - Finished Construction
- Grading plans
- Regulatory flood protection elevation for protection of all public utilities
- Conditional Letter of Map Revision (CLOMR)
- Structure valuation documentation
- Copies of all federal, local, and stated permits that may be required.

Reviewed by: _____



TOWN OF CLAYTON
 Engineering & Inspections
 111 E. Second St, P.O. Box 879,
 Clayton, NC 27528
 Phone: 919-553-5002

FLOODPLAIN DEVELOPMENT PERMIT

To any development activities located within special flood hazard areas

Application Fee: *Fees are due at time of submittal. (See [Comprehensive List of Fees & Charges.](#))*

All applications, plans, and supporting documents should be emailed to:
 Planning-EngineeringSubmittals@TownofClaytonNc.org

Issued Permit: *Once a Floodplain Development Permit has been issued, all activities pursuant to such permit shall be commenced within six months.*

Expiration: *A Floodplain Development Permit expires if the permitted activity is discontinued for one (1) year or more.*

APPLICANT/CONTRACTOR INFORMATION

Applicant: _____
 Mailing Address: _____
 Phone Number: _____
 Contact Person: _____
 Email Address: _____

SITE INFORMATION

Development Name: _____ Lot #: _____
 Address/Location: _____
 Property Owner's Name: _____
 Previous Use Description: _____
 Proposed Use Description: _____
 Business Name: _____
 Brief Description of Request: _____

FOR OFFICE USE

Date Received:	Amount Paid: _____	Permit Number:
----------------	--------------------	----------------

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany a Floodplain Development Permit application (if not applicable, check "n/a.")

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
1. Permit Review Fee	<input type="checkbox"/>				
2. Completed application	<input type="checkbox"/>				
3. Owner's Consent Form <i>Required if applicant is not the property owner.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
4. A copy of a current site plan and/or survey to scale which identifies project boundaries and lot dimensions, acreage, structures (size and location), along with the boundary of the special flood hazard area as delineated on the Flood Insurance Rate map. Applicant should also submit all applicable information listed in section 151.21 of the Town's Flood Damage Prevention Ordinance.	<input type="checkbox"/>				

**** Please note that an incomplete plan will result in a delay in the processing of the permit.****

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Planning Department of the Town of Clayton to approve the subject Floodplain Development Permit. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.

Print Name

Signature of Applicant

Date

**FOR OFFICE USE ONLY
PERMIT ACTION**

- PERMIT APPROVED:** The information submitted for the proposed project was reviewed and is in compliance with the approved floodplain management standards
- PERMIT APPROVED WITH CONDITIONS:** The information submitted for the proposed project was reviewed. In order for the proposed project to be approved, certain restrictions or conditions must be met. These restrictions or conditions are attached.
- PERMIT DENIED:** The proposed project does not meet approved floodplain management standards (explanation on file)
- VARIANCE GRANTED:** A variance was granted from the base (1%) flood elevations established by FEMA consistent with variance requirements of Title 44 of the Code of Federal Regulations part 60.6 (Variance action documentation is on file)

Signature of community official

Date

Print Name and Title of Community Official