





**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 (\$50.00 - check or exact amount)	<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