

**APPLICATION FOR  
PERMIT TO DEVELOP  
IN FLOOD HAZARD AREA**



Town of Smithfield  
Planning Department  
350 E. Market Street,  
Smithfield, NC 27577  
Phone (919) 989-5150

**APPLICANT INFORMATION**

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Owner's Telephone: \_\_\_\_\_ (alternate #) \_\_\_\_\_  
Builder's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROPERTY INFORMATION**

Site Address/Description: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

**DESCRIPTION OF WORK (please complete this section in its entirety)**

- Proposed Development:**  New Construction  Alteration or Repair  Filling  Grading  Dredging
- Manufactured Home  Other (explain) \_\_\_\_\_
- Type of Construction:**  New Residential  New Non-Residential  Addition  Accessory Structure  
 Improvement to Existing Structure  Temporary Structure  Other (explain) \_\_\_\_\_
- Is the proposed development in an identified Special Flood Hazard Area (SFHA)?  Yes or  No  
If **YES**, what flood zone?  Floodway  AE (1% annual chance/100 year)  Shaded X (2% annual chance/500 year)
- If development is in the Floodway, has a **No-Rise Certification** been obtained and attached?  Yes or  No
- If in a SFHA, has an **Elevation Certificate** been obtained and attached?  Yes or  No
- List the FIRM map/panel number: \_\_\_\_\_ Base Flood Elevation at site: \_\_\_\_\_ ft. m.s.l.
- Required finished floor elevation (including basement)? \_\_\_\_\_ ft. m.s.l.
- Elevation to which all attendant utilities (including HVAC/elec. equip.) must be installed/flood proofed? \_\_\_\_\_ ft. m.s.l.
- Will proposed development require alteration of any water course?  Yes or  No

**ALTERATIONS, ADDITIONS OR IMPROVEMENTS TO AN EXISTING STRUCTURE**

- What is the estimated market value of the existing structure? \$ \_\_\_\_\_
- What is the cost of proposed construction? \$ \_\_\_\_\_  
*If the cost of construction equals or exceeds 50% of the market value of the structure then the Town's substantial improvement requirements shall apply.*

**NON-RESIDENTIAL CONSTRUCTION**

- Type of flood protection method?  Flood-proofing  Elevation
- If the structure is flood-proofed, what is the required flood-proofing elevation? \_\_\_\_\_ ft. m.s.l.

**CERTIFICATION**

The undersigned hereby makes application for a permit to develop in a designated flood hazard area. The work to be performed is described above and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the Town of Smithfield Unified Development Ordinance, Article X, Flood Damage Prevention, Non-Coastal Regular Phase and with all other applicable local, state and federal regulations. All necessary required permits and documentation are attached.

**SURVEYOR SIGNATURE/SEAL:**

**APPLICANT SIGNATURE/DATE:**

\_\_\_\_\_

**APPLICATION FOR  
PERMIT TO DEVELOP  
IN FLOOD HAZARD AREA**



Town of Smithfield  
Planning Department  
350 E. Market Street,  
Smithfield, NC 27577  
Phone (919) 934-2116

**ADMINISTRATIVE (Town Staff Only)**

Staff Signature/Date

**1. Proposed development (check one):**

Is subject to applicable flood damage prevention standards.

Is exempt from flood damage prevention standards.

2. A filing fee of \$ \_\_\_\_\_ was paid on \_\_\_\_\_, 20 \_\_\_\_.

3. Permit issued on \_\_\_\_\_, 20 \_\_\_\_.

4. Work inspected by: \_\_\_\_\_.

5. Certificate of Compliance for as-built construction issued \_\_\_\_\_, 20 \_\_\_\_.

6. As-Built elevation of lowest floor? \_\_\_\_\_ ft. m.s.l.

Elevation Certificate attached?      Yes    or    No

7. As-Built flood-proofing elevation? \_\_\_\_\_ ft. m.s.l.

Flood Proofing Cert. attached?      Yes    or    No

**8. Permit Denial:**

Permit denied on \_\_\_\_\_, 20 \_\_\_\_.

Reason for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Appeals:**

Appealed on \_\_\_\_\_, 20 \_\_\_\_.

Appeal heard on \_\_\_\_\_, 20 \_\_\_\_.

Decision of the Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please copy for your records*