

INSTRUCTIONS - FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

The Floodplain Development Permit Application must meet the following requirements:

1. Applications must be completed and signed by the applicant; and, must have a South Carolina Professional Engineer's or Registered Land Surveyor's seal and signature. The Floodplain Administrator may approve a simplified version of the application depending upon lot size and characteristics.
2. All applications must be accompanied by two (2) copies of a site plan of the subject property (e.g., recent boundary survey) that include the following:
 - Property boundary;
 - 1% Special Flood Hazard (100-year floodplain) boundary within or adjacent to project area;
 - Floodway boundary (if within or adjacent to project area);
 - 0.2% Special Flood Hazard (500-year floodplain) boundary for critical facilities only;
 - **All** proposed structures including shape, dimensions and location; and,
 - North arrow or indicator
3. Multiple structures may be included in the same permit application, if the applicant knows in advance where the additional structures will be located. If multiple structures are shown on the Floodplain Development Permit, building permits may be purchased separately.
4. Structures located in or immediately adjacent to the floodplain must meet elevation criteria.
 - Where base flood elevation (BFE) data is provided, the lowest floor elevation (including basement floor) must be at least one (1) feet above the established BFE. All attendant utilities, (i.e., electrical service, heat pump, air conditioning systems, furnace units and ductwork) also must be elevated at least one (1) feet above the BFE.
 - Structures located within or immediately adjacent to a floodplain with no BFE data shall be elevated using the Highest Adjacent Grade (HAG). The HAG is the highest natural elevation of the ground surface prior to construction, next to the proposed walls of a structure. No basements are allowed for this type of construction. The lowest floor and all attendant utilities of these structures shall be elevated at least one (1) feet above the Highest Adjacent Grade (HAG). If requested, the Floodplain Manager's office will provide additional guidance on establishing a BFE for an A Zone floodplain.
 - All foundations below the BFE must provide flood vents designed in accordance with the Ordinance. Foundations with an alternate design and/or located in a floodplain where flood water velocity exceeds 5 feet per second must be certified by an Architect or Professional Engineer. This certification must state that the foundation meets Ordinance requirements for anchoring, flotation prevention, resistance to collapse and lateral movement of the structure.
 - An Elevation Certificate or Floodproofing Certificate will be required for structures that are constructed or substantially improved within the Special Flood Hazard Area (i.e., floodplain). Residential structures may **not** be floodproofed to meet Ordinance requirements.
5. No development is allowed in the regulatory floodway. Development in the floodplain **may** require an encroachment evaluation by a registered professional engineer prior to permit issuance.
6. No Floodplain Development or Building Permit will be issued without the above written requirements.
7. All applicable information must be included on the application.