FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM

DEFINITIONS:

DEVELOPMENT

Development shall mean any man-made change to improved or unimproved real estate including but not limited to buildings or other structures, mining, dredging, filling, grading, paving , excavation or drilling operations or storage of equipment or materials located with the area of *Special Flood Hazard*.

DEVELOPMENT PERMIT

Application for a Development Permit is required within designated Special Flood Hazard Zones pursuant to Chapter 90 Flood Damage Prevention of the Borough of Cape May Point ordinances. Application for a development permit shall be made only on the forms provided by the Floodplain Manager and may include, but not limited to: plans in duplicate drawings to scale showing the nature, location dimensions and elevations of the area in question, as well as existing or proposed structures, fill, grading, paving, excavation or drilling operations or storage of equipment or materials and the location of the foregoing:

FREEBOARD

Freeboard shall mean a factor of safety usually expressed in *feet above the base flood elevation*. Freeboard tends to compensate for many unknown factors that could contribute to flood heights greater than the base flood elevation. Cape May Point has adopted a two *(2) feet* freeboard.

DESIGN FLOOD ELEVATION

Design flood elevation (*DFE*) refers to the locally adopted regulatory flood elevation. The DFE shall always exceed the base flood elevation (BFE + 2 ft Freeboard = Design Flood Elevation).

NON-CONVERSION AGREEMENT

Property restriction on enclosure areas greater than four feet high below the Base Flood Elevation stating it shall only be used for parking of vehicles, limited storage, or access to the building; all interior walls and floors below the Base Flood Elevation will be unfinished or constructed of flood resistant materials; no mechanical, electrical or plumbing devices will be installed below the Base Flood Elevation.

FOUNDATION INSPECTION REQUIREMENTS

For New Construction, Additions, and Substantial Improvements, a foundation location survey, including the lowest floor elevation and as-built elevation documentation, for a building located in a floodplain as required by N.J.A.C. 5:23-2 18(b) 1.ii(2).

FLOOD HAZARD AREA CHECKLIST INFORMATION REQUIRED

____ All elevations on the plan shall be based on the "North American Vertical Datum of 1988"

____ The dimensions, location and elevation of existing and proposed structures on any fill or regrading of property. The elevation shall be in relation to the mean sea level of the lowest habitable finished floor, including basements.

_____ Elevation in relation to mean sea level to which any structure has been flood proofed.

____ Certification by a Professional Engineer or Architect that the flood proofing methods meet the flood proofing criteria of the New Jersey Uniform Construction Code and Chapter 90 Flood Damage Prevention for nonresidential structures.

____ The description of the extent of any watercourse, if any, which will be altered and/or relocate as the result of the proposed development must show exact location of the floodway and flood hazard area limits.

____ The location, layout and elevation of existing and proposed parking areas, driveways, drainage, sewer and water facilities including connections, plantings, seedlings, fences, signs and other information shall be required for an elevation effecting the development upon flood control.

____ If the structure is in more than one flood zone, the location and identification of all flood zones must be indicated on the survey and the most restrictive base flood elevation shall be used.

RESIDENTIAL BUILDING PLAN REQUIREMENTS

➢ Two (2) sets of floor plan showing the existing and proposed work (all rooms must be identified).

➢ Elevation view of the structure.

➢ Specify materials, if any, used for fire rating (must be flood-proof).

➢ Structural details including foundation, floor, wall, ceiling and roof assemblies.

➢ Anchoring details of foundation, floor, walls and roof assembly. Building must be designed to resist all loads, including flood, wind and uplift, during flooding.

➢ Location of all mechanical systems (boilers, furnaces, air-conditioning, water heaters, pumps, duct work, etc.); all must be above the DFE. Sunken tubs are prohibited below the DFE.

➢ All outdoor air-conditioning units, oil or propane tank, unless subsurface, must be elevated and anchored above the DFE

➢ The enclosed area below the DFE may only be used for storage, parking, access to the home or non-livable space.

➢ The finished ground level of an under-floor space such as a crawl space must be equal to or higher than the outside finished ground level.

➢ All building material used below the DFE must be of flood resistant material.

➢ Indicate the type of material used for foundation, floor framing, insulation, walls and floor finishes.

➢ Structures in VE Zone and Coastal A Zone must be designed and certified by a licensed Professional Engineer or Architect including breakaway walls.

➢ Decks in a VE Zone and Coastal A Zone may not be lower than the lowest horizontal member of the main structure (if attached to the structure).

➢ Flood vents shall be provided for enclosed areas below the DFE with the exception of breakaway walls. Flood vents shall be provided at a minimum of 1 per every 200 sf of enclosed area. Each enclosed area shall have a minimum of 2 flood vents. Flood vents to be installed no more than 12" above grade.

➢ Electrical meter: provide a landing with stairs where required by the utility company for reading the meter.

ESTIMATED COST OF CONSTRUCTION

To determine estimated cost of construction the Applicant shall submit to the Floodplain Manager:

1. An estimate prepared, signed and sealed by the Applicant's architect or engineer, or
2. An estimating firm or contractor's estimate signed and sealed by an engineer; or
3. A bona fide contractors bid.

The Floodplain Manager shall have the final decision regarding the applicability of the estimated cost.

APPLICATION #_____ APPLICATION DATE_____

FLOODPLAIN DEVELOPMENT PERMITS APPLICATION ***(Form to be filled out in duplicate)***

SECTION 1: GENERAL PROVISIONS ***(Applicant to read and sign)*** 1. No work of any kind may start until a construction permit is issued. 2. This permit may be revoked if any false statements are made herein. 3. If revoked, all work must cease until a permit is re-issued. 4. Development shall not be used or occupied until a Certificate of Occupancy is issued. 5. Work must commence within six (6) months of issuance or permit expires. 6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements. 7. Applicant hereby gives consent to the Administrator or his/her representative to make reasonable inspections that are required to verify compliance. *THE APPLICANT CERTIFIES THAT "ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THE APPLICATION ARE TO THE BEST OF MY KNOWLEDGE TRUE AND ACCURATE".*

Applicant's Signature: _____ Date_____

SECTION 2: PROPOSED DEVELOPMENT ***(To be completed by Applicant)***

Applicants
Name/Address/Phone _____

Builders
Name/Address/Phone _____

Engineers
Name/Address/Phone_____

Project Location: To avoid delay processing the Application, please provide information to easily identify the project location. Provide the street address, lot and block number or legal description (attach copy of a recent survey.)

_____

Address Block/Lot

DESCRIPTION OF WORK ***(check all applicable boxes)***

A.

ACTIVITY		STRUCTURE TYPE	
	New Structure		Residential (1-4 Family)
	Addition		Residential (5+ Family)
	Alteration		Non-Residential
	Elevation		
	Substantial Improvement		
	Accessory Structure		

ESTIMATED COST OF PROJECT

$_____

B. OTHER DEVELOPMENT ACTIVITIES

___Clearing ___Fill ___Mining ___Drilling ___Grading

___Excavation (except for structural development checked above)

___Watercourse Alterations (including dredging/channel modifications)

___Drainage Improvements (including culverts)

___Road, Street or Bridge Construction

___Subdivision (New or Expansion)

___Individual Water or Sewer System

___Other _____

AFTER COMPLETING SECTION 2, APPLICANT SHOULD SUBMIT FORMS TO BOROUGH OF CAPE MAY POINT FLOODPLAIN MANAGER FOR REVIEW.

SECTION 3: FLOODPLAIN DETERMINATION (TO BE COMPLETED BY FLOODPLAIN MANAGER

The proposed development is located on FIRM Panel #_____
Dated_____

The proposed development:

___Is NOT located in a Special Flood Hazard Area - NO FLOODPLAIN DEVELOPMENT

___Is partially located in SFHA, but building is not.

___Is located in SFHA. FIRM ZONE designation is _____
"100-Year" flood elevation at the site _____ft. NGVD (MSL)

Signed _____Date:_____

APPEAL:
APPEALS TO THE PLANNING BOARD ____YES____NO
HEARING DATE _____
APPEALS BOARD DECISION-APPROVED ____YES____NO

REASONS AND CONDITIONS:
_____
_____
_____
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SECTION 4: Forms which may be required by the Floodplain Manager

The following additional document may be required prior to the issuance of a Certificate of Occupancy (C.O.):

1. V and Coastal A Zones require a V Zone Certificate provided by a Professional Engineer.

2. A Breakaway Wall Certificate provided by a Professional Engineer is required where the floor below the finished floor is enclosed.

3. Prior to the issuance of a C.O., the Applicant shall submit a completed Non-conversion Agreement, if applicable, to the Floodplain Manager and copy to the Tax Assessor's Office.

SECTION 5: AS-BUILT ELEVATIONS (to be submitted by Applicant before Certificate of Compliance is issued)

The following information must be provided for structures that are part of this Application. The section must be completed by a professional engineer or licensed land surveyor (or they may attached a certification to the Application). COMPLETE 1 & 2

1. Actual (AS-BUILT) Elevation of the top of the lowest floor, including basement (In Coastal High Hazard Areas), bottom of lowest horizontal structural member of the lowest floor, (excluding pilings and columns) is: _____ft.

2. Actual (AS-BUILT) Elevation of flood proofing protection is _____ft. NGVD (MSL)

SECTION 6: CERTIFICATE OF COMPLIANCE

CERTIFICATE OF COMPLIANCE ISSUED: _____

By Date