



**Monongalia County Planning Commission**

243 High Street, Rm 026, Morgantown, WV 26505  
Phone: (304) 413-0291 FAX: (304) 291-9573

Application No. \_\_\_\_\_

**MONONGALIA COUNTY FLOODPLAIN  
DEVELOPMENT PERMIT APPLICATION**

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**SECTION 1: GENERAL PROVISIONS** (applicant – read thoroughly, sign, and date)

1. No work may begin until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
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 County Planning Official or his/her representative to make reasonable inspections required to verify compliance.
8. The flood hazard boundary maps and other flood data used by the County Planning Official in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made and natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding and flood damage. Issuance of an exemption certificate shall not create liability on the part of Monongalia County, the County Planning Official, or any officer and employee of Monongalia County in the event flooding or flood damage does occur.
9. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHEMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 2: APPLICANT** (applicant – complete as appropriate)

**Applicant:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Builder:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Engineer:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_



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**SECTION 3: LOCATION OF PROPERTY** (applicant – complete as appropriate)

To avoid delay in processing the application, please provide enough information to easily identify the project location.

Tax District: \_\_\_\_\_ Map No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Planning District: \_\_\_\_\_

If located in a subdivision:

Name of Subdivision: \_\_\_\_\_

Section No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_

If NOT located in a subdivision:

Name & No. of Survey/Abstract: \_\_\_\_\_ Acreage: \_\_\_\_\_

Location Description (attach a vicinity map): \_\_\_\_\_

**SECTION 4: DESCRIPTION OF WORK** (applicant – check all applicable boxes)

A. Structural Development:

ACTIVITY

- New Structure
- Addition
- Relocation
- Demolition
- Replacement

STRUCTURE TYPE

- Residential (1-4 Family)
- Residential (More than 4-family)
- Non-residential (Floodproofing?  Yes)
- Manufactured (Mobile) Home  
(In Manufacture Home Park?  Yes)

B. Other Development Activities:

- Fill                                       Mining                                       Drilling                                       Grading
- Excavation (except for structural development checked above)
- Watercourse Alteration (including dredging and channel modifications)
- Drainage Improvements (including culvert work)
- Road, Street, or Bridge Construction
- Subdivision (new or expansion)
- Individual Water or Sewer System
- Other (please specify) \_\_\_\_\_

C. Proposed Cost \$ \_\_\_\_\_

**AFTER COMPLETING SECTION 4, APPLICANT SHOULD SUBMIT FORM TO COUNTY PLANNING OFFICE.**



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## **SECTION 5: FLOODPLAIN DETERMINATION** (to be completed by County Planning Official)

The proposed development is located on FIRM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_

The Proposed Development:

- Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- Is located in a Special Flood Hazard Area and FIRM zone designation is \_\_\_\_\_.
- The proposed development is located in a floodway. FBFM Panel No. \_\_\_\_\_, Dated \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION 6: ADDITIONAL INFORMATION REQUIRED** (to be completed by County Planning Official)

The applicant must submit the documents *checked* below before the application can be processed:

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions, and proposed development.
- Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below first floor and details of enclosures below the first floor. Also, \_\_\_\_\_
- Subdivision or other development plans (if the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Top of new fill elevation \_\_\_\_\_ Ft. NGVD (MSL).
- Floodproofing protection level (non-residential only) \_\_\_\_\_ Ft. NGVD (MSL). For floodproofed structures, applicant must attached certification from registered engineer or architect.
- Certification from a registered engineer that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the elevation of the one hundred (100) year flood more than one (1) foot at any point. A copy of all data and calculations supporting this finding must also be submitted and explanation provided in PLAIN LANGUAGE.
- Other : \_\_\_\_\_

## **SECTION 7: PERMIT DETERMINATION** (to be completed by County Planning Official)

Application/Supplemental Data Originally Submitted \_\_\_\_\_ Determined Complete \_\_\_\_\_

I have determined that the proposed activity  IS  IS NOT in conformance with provisions of the Monongalia County Floodplain Management Ordinance dated October 27<sup>th</sup>, 1998. The permit is issued subject to the conditions attached to and made part of the Development Permit. Contingencies  Yes  No (attach Contingencies Sheet)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **SECTION 8: AS-BUILT ELEVATIONS** (to be submitted by applicant prior to Certificate of Compliance & Occupancy issuance)

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor. (Certificate must be attached)

Complete 1 or 2 below.

1. Actual (As-built) Elevation of the top of the lowest floor, including basement is \_\_\_\_\_ Ft. NGVD (MSL).
2. Actual (As-built) Elevation of floodproofing protection is \_\_\_\_\_ Ft. NGVD (MSL).

NOTE: If the proposed development does not include a structure that would require an "As-built Elevation Certificate," than a technical report, written and stamped by a licensed engineer, must be submitted verifying that the development work was completed as permitted.

## **SECTION 9: COMPLIANCE ACTION** (to be completed by County Planning Official)

The County Planning Official will complete this section as applicable based on inspection of the project to ensure compliance with the Monongalia County Floodplain Management Ordinance.

Inspections:

Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## **SECTION 10: CERTIFICATE OF COMPLIANCE** (to be completed by County Planning Official)

Certificate of Compliance Issued:  Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF NOTES:**

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