Floodplain Development Permit Application
City of Lexington, NC

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and certain sections are to be completed by the Floodplain Administrator (FPA).

The National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers and makes certain federal monies available to local communities. For citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is actually a Federal NFIP policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Whatever the case, if the property which you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the local Flood Damage Prevention Ordinance of your community, and there are penalties for failing to do so.

Floodplain Development Permits are ONLY required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at the office of your local FPA, or online at the FEMA website (www.FEMA.gov).

If you are proposing a development of any kind (renovating a building, building an addition to an existing building, clearing, placing fill, grading, mining, dredging, drilling, etc.…) in a floodplain, you **MUST** submit Section I of this application for a Floodplain Development Permit to your FPA. Depending upon the type of development you are proposing, additional forms ***may*** be required. For example, improvements to buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The Elevation Certificate and other forms are provided in Section III of this application packet but ***should only be completed if they are required by the FPA for the proposed development.***

Typically, the Applicant completes Section I of this packet and submits the information to the local FPA. The FPA reviews the submission and determines whether additional information is needed. If it is, the FPA will request the additional information from the Applicant. Once all required materials have been submitted, the FPA will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed per the provisions of the local Flood Damage Prevention Ordinance.)

The Applicant should understand that a Floodplain development Permit is only a permit to undertake the proposed development. It is a permit to, for example, add a storage building, construct a baseball field, install a drainage ditch, or grade a parcel of land. Before materials can be placed in the building, or the developed land used, a Compliance Certificate must be issued by the local FPA. The FPA will perform an inspection after the project is completed, or perhaps several inspections throughout the progress of the project, to make sure that the development is compliant with the requirements of the local Flood Damage Prevention Ordinance. Once the Compliance Certificate has been issued, the process has been completed.

The Floodplain Development Permit is not a comprehensive permit for all development activities. The Applicant may be required to obtain additional permits, such as historic preservation Certificates of Appropriateness, driveway permits, water/wastewater extension permits, right-of-way encroachment agreements, building permits and/or others.

INSTRUCTIONS FOR COMPLETION

SECTION I

General Information
Self-explanatory. Note the last two items under this heading.

Owner Information
List the contact information for the owner(s) of the property where development is proposed. All owners of the property must sign the application.

Applicant Information
If you are applying for this development permit, but are not the owner of the property, list your contact information here. If you are the property owner, leave this section blank.

Project Information
Check the box(es) beside the type of development that is being proposed. Note that some types of activity require the current value of the building prior to improvements and estimated cost of the proposed project to be disclosed so the Floodplain Administrator (FPA) can determine whether the improvement is a “substantial improvement.”

Signature
Print your name, sign your name, and date the application.

SECTION II

Floodplain Information
The FPA will determine – for the sole purpose of administering the local Flood Damage Prevention Ordinance – the position of the proposed development relative to community floodplains and floodways. This determination is not binding at any lending institution or with any insurance agency but is used to determine whether a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

Section II requires a map and panel number(s), a listing of the flood source for the proposed development and contains a checklist of additional documents required for the FPA to make an informed permitting decision.

If any of the additional documentation is required, the FPA is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine if the permit will be issued.

SECTION III

Forms
Templates for forms that may be required are provided in this Section.

SECTION IV

Permit Determination
The FPA will indicate whether the proposed development is conformant with the requirements of the local Flood Damage prevention ordinance, and whether the requested permit is issued. If the decision is to NOT issue the permit, the FPA will provide an explanation of the perceived deficiencies to the Applicant.

SECTION V

Certificate of Compliance
The FPA will indicate the “As-Built” lowest floor elevation for structural developments, list any inspections that have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.

CITY OF LEXINGTON
FLOODPLAIN DEVELOPMENT PERMIT
APPLICATION FORM

OFFICE USE ONLY

Date Received: _____

File Number: _____

Payment method: _____

SECTION I: Applicant and Project Information

GENERAL INFORMATION

1. No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, AH, or B until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a **Certificate of Compliance** is issued.
5. The permit will expire if no work is commenced within 6 months of the date of issue.
6. The permit will not be issued until any other necessary local, state, or federal permits have been obtained.
7. By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a **Certificate of Compliance**.
8. By signing and submitting this application, the Applicant certifies that all statements contained in SECTION I of the application, and in any additional attachments submitted by the Applicant, are true and accurate.

OWNER INFORMATION

Property owner(s): _____ Mailing address: _____

Telephone number: _____

Fax number: _____ e-mail address: _____

Signature(s) of property owner(s) listed above[1]

[1]Attached forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.

APPLICANT INFORMATION

Applicant: _____ Notes:

Telephone number: _____

Fax number: _____

Signature of applicant listed above

_____

Section I continued on back

File Number:

PROJECT INFORMATION

Project _____ Lot _____ Block _____

Address _____ Subdivision _____

_____ Legal Description (*Attach to this document*) _____

A. Structural development (*Please check all that apply.*)

Type of Structure

- ❑ Residential (1 to 4 families)
- ❑ Residential (More than 4 families)
- ❑ Non-Residential
  - ❑ Elevated
  - ❑ Floodproofed
- ❑ Combined Use (Residential and Non-Residential)
- ❑ Manufactured (mobile) Home
  - ❑ Located within a Manufactured Home Park
  - ❑ Located outside a Manufactured Home Park

Current Market Value _____

Type of Structural Activity

- ❑ New Structure (Variance required)
- ❑ Addition to Existing Structure[2]
- ❑ Alteration of Existing Structure[2]
- ❑ Relocation of Existing Structure[2]
- ❑ Demolition of Existing Structure
- ❑ Replacement of Existing Structure[2]

[2]Estimated Cost of Project _____

B. Other Development Activities (Variance is required for most activities below)

- ❑ Excavation (not related to a Structural Development listed in Part A)
- ❑ Clearing
- ❑ Placement of fill
- ❑ Grading
- ❑ Accessory structure (no perm. foundation)
- ❑ Drilling
- ❑ Dredging
- ❑ Watercourse alterations
- ❑ Drainage improvement
- ❑ Individual water or sewer system
- ❑ Roadway or bridge construction
- ❑ Other development not listed above (specify) _____

[2]If the value of an addition or alteration to a Structure equals or exceeds 50% of the value of the structure before the addition or alteration, the entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

SIGNATURE

I certify that to the best of my knowledge the information contained in this application is true and accurate.

_____ _____ _____

PRINTED name SIGNED name Date

File Number: _____

SECTION II: (To be completed by Floodplain Administrator)

FLOOD INFORMATION

1 The proposed development is located on FIRM map panel: _____ (number and suffix)
2 The date on the FIRM is _____
3 The proposed development is located in Zone: _____ (A, A1-30, AE, AO, AH, B, C, D, or X)
4 Is the proposed development located in either of the following zones? A, A1-30, AE, AO, AH, B, or shaded X

❑ YES ❑ NO ***If NO, no permit floodplain development is required.***

5 If the proposed development is located in Zone B or shaded Zone X, a floodplain development permit is only required if the Development is a "critical facility" as defined in the Flood Damage Prevention Ordinance.
Otherwise, no floodplain development permit is required in Zone B or shaded Zone X.

6 If the proposed development is located within either Zone A1-30 or Zone AE, is it also located within a "regulatory floodway"? ❑ YES ❑ NO

7 If YES, **Variance** & **No Rise Certificates** are necessary before proceeding.
8 If NO, continue.

If the proposed development is located within Zones A, A1-30, AE, AO, AH, B or shaded X (critical facilities only), apply the criteria of the Flood Damage Prevention Ordinance to minimize flood damages to the proposed Development and to adjacent properties as well.

For structures, the provisions of the ordinance specify that the lowest floor, including utilities, be elevated _____ feet above the base flood elevation. Therefore, it is necessary that the following information be provided:

1 Base flood elevation at the site: _____feet above mean sea level (MSL).
2 Vertical datum used in the Flood Insurance Study, on flood maps and in surveys is _____
3 Source of the base flood elevation (BFE) ☐ FIRM (flood map): _____
☐ Flood Insurance Study Profile # _____
☐ Other sources of the BFE (specify):_____
_____

4 Proposed lowest floor elevation (including utilities): _____ feet above MSL.
(This elevation must be greater than the BFE. For non-residential structures, floodproofing may be used for protection. See ordinance for details.)

The following documents may be required. ***Check applicable.***

❑ Maps and plans of the development
❑ An **Elevation Certificate**[3] – required for all structures
❑ A **Floodproofing Certificate**[3] – required if floodproofing a non-residential structure
❑ A **No-Rise Certificate**[3] – if the proposed development is in a "regulatory floodway"
❑ An elevation study showing BFEs on developments exceeding 50 lots or 5 acres in Zone A
❑ A copy of **Wetlands Permit** from the U.S. Army Corps of Engineers if required; and other local, state, federal permits. Other permits: _____

[3]Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer, as indicated.

File Number: _____

SECTION III : (Forms which may be required by the Floodplain Administrator)

ELEVATION CERTIFICATE

Attached. *There shall be a minimum of 2 elevation certificates required. 1 shall be submitted with this application and a second after the foundation forms are in place, before the foundation is poured.*

FLOODPROOFING CERTIFICATE

Attached. *Submit only if required to do so by the Floodplain Administrator.*

NO-RISE CERTIFICATE

Attached. *Submit only if required to do so by the Floodplain Administrator.*

National Flood Insurance Program

Elevation Certificate

and Instructions

2023 EDITION

FEMA

OMB Control No. 1660-0008
Expiration Date: 06/30/2026

U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

ELEVATION CERTIFICATE AND INSTRUCTIONS

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this data collection is estimated to average 3.75 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20742, Paperwork Reduction Project (1660-0008). **NOTE: Do not send your completed form to this address.**

PRIVACY ACT STATEMENT

Authority: Title 44 CFR § 61.7 and 61.8.

Principal Purpose(s): This information is being collected for the primary purpose of documenting compliance with National Flood Insurance Program (NFIP) floodplain management ordinances for new or substantially improved structures in designated Special Flood Hazard Areas. This form may also be used as an optional tool for a Letter of Map Amendment (LOMA), Conditional LOMA (CLOMA), Letter of Map Revision Based on Fill (LOMR-F), or Conditional LOMR-F (CLOMR-F), or for flood insurance rating purposes in any flood zone.

Routine Use(s): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/ FEMA-003 – *National Flood Insurance Program Files System of Records Notice* 79 Fed. Reg. 28747 (May 19, 2014) and upon written request, written consent, by agreement, or as required by law.

Disclosure: The disclosure of information on this form is voluntary; however, failure to provide the information requested may impact the flood insurance premium through the NFIP. Information will only be released as permitted by law.

PURPOSE OF THE ELEVATION CERTIFICATE

The Elevation Certificate is an important administrative tool of the NFIP. It can be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to inform the proper insurance premium, and to support a request for a LOMA, CLOMA, LOMR-F, or CLOMR-F.

The Elevation Certificate is used to document floodplain management compliance for Post-Flood Insurance Rate Map (FIRM) buildings, which are buildings constructed after publication of the FIRM, located in flood Zones A1–A30, AE, AH, AO, A (with Base Flood Elevation (BFE)), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO, and A99. It may also be used to provide elevation information for Pre-FIRM buildings or buildings in any flood zone.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt floodplain management regulations that specify minimum requirements for reducing flood losses. One such requirement is for the community to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings, and maintain a record of such information. The Elevation Certificate provides a way for a community to document compliance with the community's floodplain management ordinance.

Use of this certificate does not provide a waiver of the flood insurance purchase requirement. Only a LOMA or LOMR-F from the Federal Emergency Management Agency (FEMA) can amend the FIRM and remove the federal mandate for a lending institution to require the purchase of flood insurance. However, the lending institution has the option of requiring flood insurance even if a LOMA/LOMR-F has been issued by FEMA. The Elevation Certificate may be used to support a LOMA, CLOMA, LOMR-F, or CLOMR-F request. Lowest Adjacent Grade (LAG) elevations certified by a land surveyor, engineer, or architect, as authorized by state law, will be required if the certificate is used to support a LOMA, CLOMA, LOMR-F, or CLOMR-F request. A LOMA, CLOMA, LOMR-F, or CLOMR-F request must be submitted with either a completed FEMA MT-EZ or MT-1 application package, whichever is appropriate. If the certificate will only be completed to support a LOMA, CLOMA, LOMR-F, or CLOMR-F request, there is an option to document the certified LAG elevation on the Elevation Form included in the MT-EZ and MT-1 application.

This certificate is used only to certify building elevations. A separate certificate is required for floodproofing. Under the NFIP, non-residential buildings can be floodproofed up to or above the BFE. A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE. Floodproofing of residential buildings is not permitted under the NFIP unless FEMA has granted the community an exception for residential floodproofed basements. The community must adopt standards for design and construction of floodproofed basements before FEMA will grant a basement exception. For both floodproofed non-residential buildings and residential floodproofed basements in communities that have been granted an exception by FEMA, a floodproofing certificate is required.

The expiration date on the form herein does not apply to certified and completed Elevation Certificates, as a completed Elevation Certificate does not expire, unless there is a physical change to the building that invalidates information in Section A Items A8 or A9, Section C, Section E, or Section H. In addition, this form is intended for the specific building referenced in Section A and is not invalidated by the transfer of building ownership.

Additional guidance can be found in FEMA Publication 467-1, *Floodplain Management Bulletin: Elevation Certificate*.

U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

OMB Control No. 1660-0008
Expiration Date: 06/30/2026

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION

FOR INSURANCE COMPANY USE

A1. Building Owner's Name: _____

Policy Number: _____

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

_____

Company NAIC Number: _____

City: _____ State: _____ ZIP Code: _____

A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number:

_____

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): _____

A5. Latitude/Longitude: Lat. _____ Long. _____ Horiz. Datum: ☐ NAD 1927 ☐ NAD 1983 ☐ WGS 84

A6. Attach at least two and when possible four clear color photographs (one for each side) of the building (see Form pages 7 and 8).

A7. Building Diagram Number: _____

A8. For a building with a crawlspace or enclosure(s):

a) Square footage of crawlspace or enclosure(s): _____ sq. ft.

b) Is there at least one permanent flood opening on two different sides of each enclosed area? ☐ Yes ☐ No ☐ N/A

c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade:
Non-engineered flood openings: _____ Engineered flood openings: _____

d) Total net open area of non-engineered flood openings in A8.c: _____ sq. in.

e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): _____ sq. ft.

f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): _____ sq. ft.

A9. For a building with an attached garage:

a) Square footage of attached garage: _____ sq. ft.

b) Is there at least one permanent flood opening on two different sides of the attached garage? ☐ Yes ☐ No ☐ N/A

c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade:
Non-engineered flood openings: _____ Engineered flood openings: _____

d) Total net open area of non-engineered flood openings in A9.c: _____ sq. in.

e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): _____ sq. ft.

f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): _____ sq. ft.

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1.a. NFIP Community Name: _____ B1.b. NFIP Community Identification Number: _____

B2. County Name: _____ B3. State: _____ B4. Map/Panel No.: _____ B5. Suffix: _____

B6. FIRM Index Date: _____ B7. FIRM Panel Effective/Revised Date: _____

B8. Flood Zone(s): _____ B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): _____

B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9:
☐ FIS ☐ FIRM ☐ Community Determined ☐ Other: _____

B11. Indicate elevation datum used for BFE in Item B9: ☐ NGVD 1929 ☐ NAVD 1988 ☐ Other/Source: _____

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? ☐ Yes ☐ No
Designation Date: _____ ☐ CBRS ☐ OPA

B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? ☐ Yes ☐ No

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: _____

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction
*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, AO, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO, A99. Complete Items C2.a–h below according to the Building Diagram specified in Item A7. In Puerto Rico only, enter meters.
Benchmark Utilized: _____ Vertical Datum: _____

Indicate elevation datum used for the elevations in items a) through h) below.
☐ NGVD 1929 ☐ NAVD 1988 ☐ Other: _____

Datum used for building elevations must be the same as that used for the BFE. Conversion factor used? ☐ Yes ☐ No
If Yes, describe the source of the conversion factor in the Section D Comments area.

		Check the measurement used:
a) Top of bottom floor (including basement, crawlspace, or enclosure floor):	_____	☐ feet ☐ meters
b) Top of the next higher floor (see Instructions):	_____	☐ feet ☐ meters
c) Bottom of the lowest horizontal structural member (see Instructions):	_____	☐ feet ☐ meters
d) Attached garage (top of slab):	_____	☐ feet ☐ meters
e) Lowest elevation of Machinery and Equipment (M&E) servicing the building (describe type of M&E and location in Section D Comments area):	_____	☐ feet ☐ meters
f) Lowest Adjacent Grade (LAG) next to building: ☐ Natural ☐ Finished	_____	☐ feet ☐ meters
g) Highest Adjacent Grade (HAG) next to building: ☐ Natural ☐ Finished	_____	☐ feet ☐ meters
h) Finished LAG at lowest elevation of attached deck or stairs, including structural support:	_____	☐ feet ☐ meters

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by state law to certify elevation information. *I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.*

Were latitude and longitude in Section A provided by a licensed land surveyor? ☐ Yes ☐ No

☐ Check here if attachments and describe in the Comments area.

Certifier's Name: _____ License Number: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Place Seal Here

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including source of conversion factor in C2; type of equipment and location per C2.e; and description of any attachments):

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:	**FOR INSURANCE COMPANY USE**
City: _____ State: _____ ZIP Code: _____	Policy Number: _____ Company NAIC Number: _____

SECTION E – BUILDING MEASUREMENT INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO, ZONE AR/AO, AND ZONE A (WITHOUT BFE)

For Zones AO, AR/AO, and A (without BFE), complete Items E1–E5. For Items E1–E4, use natural grade, if available. If the Certificate is intended to support a Letter of Map Change request, complete Sections A, B, and C. Check the measurement used. In Puerto Rico only, enter meters.

Building measurements are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction
*A new Elevation Certificate will be required when construction of the building is complete.

E1. Provide measurements (C.2.a in applicable Building Diagram) for the following and check the appropriate boxes to show whether the measurement is above or below the natural HAG and the LAG.

a) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (C2.b in applicable Building Diagram) of the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E3. Attached garage (top of slab) is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is: _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? ☐ Yes ☐ No ☐ Unknown The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge*

☐ Check here if attachments and describe in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Comments:

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:	**FOR INSURANCE COMPANY USE**
City: _____ State: _____ ZIP Code: _____	Policy Number: _____
	Company NAIC Number: _____

SECTION G – COMMUNITY INFORMATION (RECOMMENDED FOR COMMUNITY OFFICIAL COMPLETION)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Section A, B, C, E, G, or H of this Elevation Certificate. Complete the applicable item(s) and sign below when:

G1. ☐ The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by state law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)

G2.a. ☐ A local official completed Section E for a building located in Zone A (without a BFE), Zone AO, or Zone AR/AO, or when item E5 is completed for a building located in Zone AO.

G2.b. ☐ A local official completed Section H for insurance purposes.

G3. ☐ In the Comments area of Section G, the local official describes specific corrections to the information in Sections A, B, E and H.

G4. ☐ The following information (Items G5–G11) is provided for community floodplain management purposes.

G5. Permit Number: _____ G6. Date Permit Issued: _____

G7. Date Certificate of Compliance/Occupancy Issued: _____

G8. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement

G9.a. Elevation of as-built lowest floor (including basement) of the building: _____ ☐ feet ☐ meters Datum: _____

G9.b. Elevation of bottom of as-built lowest horizontal structural member: _____ ☐ feet ☐ meters Datum: _____

G10.a. BFE (or depth in Zone AO) of flooding at the building site: _____ ☐ feet ☐ meters Datum: _____

G10.b. Community's minimum elevation (or depth in Zone AO) requirement for the lowest floor or lowest horizontal structural member: _____ ☐ feet ☐ meters Datum: _____

G11. Variance issued? ☐ Yes ☐ No If yes, attach documentation and describe in the Comments area.

The local official who provides information in Section G must sign here. *I have completed the information in Section G and certify that it is correct to the best of my knowledge. If applicable, I have also provided specific corrections in the Comments area of this section.*

Local Official's Name: _____ Title: _____

NFIP Community Name: _____

Telephone: Ext.: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____

Comments (including type of equipment and location, per C2.e; description of any attachments; and corrections to specific information in Sections A, B, D, E, or H):

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:	**FOR INSURANCE COMPANY USE**
City: _____ State: _____ ZIP Code: _____	Policy Number: _____ Company NAIC Number: _____

SECTION H – BUILDING'S FIRST FLOOR HEIGHT INFORMATION FOR ALL ZONES (SURVEY NOT REQUIRED) (FOR INSURANCE PURPOSES ONLY)

The property owner, owner's authorized representative, or local floodplain management official may complete Section H for all flood zones to determine the building's first floor height for insurance purposes. Sections A, B, and I must also be completed. Enter heights to the nearest tenth of a foot (nearest tenth of a meter in Puerto Rico). ***Reference the Foundation Type Diagrams (at the end of Section H Instructions) and the appropriate Building Diagrams (at the end of Section I Instructions) to complete this section.***

H1. Provide the height of the top of the floor (as indicated in Foundation Type Diagrams) above the Lowest Adjacent Grade (LAG):

a) **For Building Diagrams 1A, 1B, 3, and 5–8.** Top of bottom floor (include above-grade floors only for buildings with crawlspaces or enclosure floors) is: _____ ☐ feet ☐ meters ☐ above the LAG

b) **For Building Diagrams 2A, 2B, 4, and 6–9.** Top of next higher floor (i.e., the floor above basement, crawlspace, or enclosure floor) is: _____ ☐ feet ☐ meters ☐ above the LAG

H2. Is **all** Machinery and Equipment servicing the building (as listed in Item H2 instructions) elevated to or above the floor indicated by the H2 arrow (shown in the Foundation Type Diagrams at end of Section H instructions) for the appropriate Building Diagram?

☐ Yes ☐ No

SECTION I – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and H must sign here. *The statements in Sections A, B, and H are correct to the best of my knowledge.* **Note:** If the local floodplain management official completed Section H, they should indicate in Item G2.b and sign Section G.

☐ Check here if attachments are provided (including required photos) and describe each attachment in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Comments:

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

BUILDING PHOTOGRAPHS

See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

_____

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Instructions: Insert below at least two and when possible four photographs showing each side of the building (for example, may only be able to take front and back pictures of townhouses/rowhouses). Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." Photographs must show the foundation. When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.

Photo One

Photo One Caption:

Clear Photo One

Photo Two

Photo Two Caption:

Clear Photo Two

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

BUILDING PHOTOGRAPHS

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

_____

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Insert the third and fourth photographs below. Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.

Photo Three

Photo Three Caption:

Clear Photo Three

Photo Four

Photo Four Caption:

Clear Photo Four

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

OMB Control No. 1660-0008
Expiration Date: 06/30/2026

DRY FLOODPROOFING CERTIFICATE FOR NON-RESIDENTIAL STRUCTURES

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 3.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20742, Paperwork Reduction Project (1660-0008). **NOTE: Do not send your completed form to this address.**

General: This information is provided pursuant to Public Law 96-511 (the Paperwork Reduction Act of 1980, as amended), dated December 11, 1980, to allow the public to participate more fully and meaningfully in the Federal paperwork review process.

Authority: Public Law 96-511, amended; 44 U.S.C. 3507; and 5 CFR 1320.

PRIVACY ACT STATEMENT

Authority: Title 44 CFR § 60.3, 61.7 and 61.8.

Principal Purpose(s): This information is being collected for the primary purpose of estimating the risk premium rates necessary to provide flood insurance for new or substantially improved structures in designated Special Flood Hazard Areas.

Routine Use(s): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/ FEMA-003 – National Flood Insurance Program Files System or Records Notice 79 Fed. Reg. 28747 (May 19, 2014), and upon written request, written consent, by agreement, or as required by law.

Disclosure: The disclosure of information on this form is voluntary; however, failure to provide the information requested may result in the inability to obtain flood insurance through the National Flood Insurance Program or being subject to higher premium rates for flood insurance. Information will only be released as permitted by law.

PURPOSE OF THE DRY FLOODPROOFING CERTIFICATE FOR NON-RESIDENTIAL STRUCTURES

Under the National Flood Insurance Program (NFIP), the dry floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation (BFE) or for certain flood zones, the natural Highest Adjacent Grade (HAG). A dry floodproofing design certification is required for non-residential structures that are dry floodproofed and the dry floodproofed non-residential portions of mixed-use buildings. This form is to be used for that certification. FEMA Form 206-FY-21-122 NFIP Residential Basement Floodproofing Certificate is required for the residential portions of mixed-use buildings.

A dry floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Before a dry floodproofed building is designed, numerous planning considerations, including flood warning time, uses of the building, mode of entry to and exit from the building and the site in general, floodwater velocities, flood depths, debris impact potential, flood frequency, and any other State and local requirements must be addressed to ensure that dry floodproofing will be a viable floodplain management measure.

The minimum NFIP requirement is to dry floodproof a building to the BFE. However, to be in compliance with the requirements of American Society of Civil Engineers (ASCE) 24, *Flood Resistant Design and Construction*, one foot is subtracted from the dry floodproofed elevation. Therefore, a building must be dry floodproofed to one foot above the BFE to be considered for floodproofing credit. For B, C, D, or X flood zones, the building's dry floodproofed design elevation must be at least two feet above the natural HAG to be considered for floodproofing credit.

Additional guidance can be found in FEMA Publication 936, *Floodproofing Non-Residential Buildings* (2013), and NFIP Technical Bulletin 3, *Requirements for the Design and Certification of Dry Floodproofed Non-Residential and Mixed-Use Buildings* (2021), available on FEMA's Building Science Resource Library website at www.fema.gov/ar/emergency-managers/risk-management/building-science/publications.

Copy all pages of this Dry Floodproofing Certificate and all attachments for 1) community official, 2) insurance agent/ company, and 3) building owner. The dry floodproofing of non-residential buildings and the non-residential portions of mixed-use buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation (BFE); however, a dry floodproofing design certification is required. This form is to be used for that certification. Dry floodproofing of a residential building does not alter a community's floodplain management elevation requirements or affect the insurance rating unless the community has been issued an exception by FEMA to allow dry floodproofed residential basements. The permitting of a dry floodproofed residential basement requires a separate certification specifying that the design complies with the local floodplain management ordinance.

PROPERTY INFORMATION

Building Owner's Name: _____

Building Street Address (Including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

_____

City: _____ State: _____ ZIP Code: _____

Property Description (e.g., Lot and Block Numbers, or Legal Description) and/or Tax Parcel Number:

_____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Building Use (e.g., Non-Residential, Mixed Use, Addition, Accessory, etc.): _____

Latitude/Longitude: Lat. _____ Long. _____

Horizontal Datum: ☐ NAD 1927 ☐ NAD 1983 ☐ WGS 84

SECTION I – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

NFIP Community Name: _____ NFIP Community Identification Number: _____

County Name: _____ State: _____ Map/Panel Number: _____ Suffix: _____

FIRM Index Date: _____ FIRM Panel Effective/Revised Date: _____ Flood Zone(s): _____

BFE(s) (Zone AO, use Base Flood Depth (BFD)): _____

Indicate the source of the BFE data or BFD entered above: ☐ Flood Insurance Study (FIS) ☐ FIRM

☐ Community Determined ☐ Other: _____

Indicate elevation datum used for BFE shown above: ☐ NGVD 1929 ☐ NAVD 1988 ☐ Other/Source: _____

Is a Limit of Moderate Wave Action (LiMWA) shown on the FIRM? ☐ Yes ☐ No

If Yes, is the property located in the Coastal A Zone [area between the LiMWA and Zone V boundary (or shoreline)]? ☐ Yes ☐ No

Is the property located in a floodway? ☐ Yes ☐ No If Yes, provide the velocity at the building location: _____

Is the property located in an alluvial fan? ☐ Yes ☐ No

If Yes, provide the depth at the building location: _____ and velocity: _____

SECTION II – DRY FLOODPROOFED DESIGN CERTIFICATION

(By a Registered Professional Engineer or Architect licensed in the State where the building is located)

(**Note**: For insurance rating purposes in all zones except for B, C, D, or X, the building's dry floodproofed design elevation must be at least one foot above the BFE to be considered for floodproofing credit. For B, C, D, or X Zones, the building's dry floodproofed design elevation must be at least two feet above the natural HAG to be considered for floodproofing credit. If the building is not dry floodproofed to the above-mentioned standards, then the building will be ineligible for floodproofing credit. See the Instructions section for information on documentation that must accompany this certificate if being submitted for flood insurance rating purposes.)

Briefly list measures incorporated into the design to meet the performance criteria for dry floodproofing and attach calculations showing the structure is designed with structural components that have the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy and will be watertight and substantially impermeable to the passage of water.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:	**FOR INSURANCE COMPANY USE**
City: _____ State: _____ ZIP Code: _____	Policy Number: _____ Company NAIC Number: _____

SECTION II – DRY FLOODPROOFED DESIGN CERTIFICATION *(Continued)*

(By a Registered Professional Engineer or Architect licensed in the State where the building is located)

Provide elevations used in design, specifications and construction drawings. In Puerto Rico only, enter meters.

Indicate elevation datum used for the elevations in this section. ☐ NGVD 1929 ☐ NAVD 1988 ☐ Other/Source: _____

Elevation datum used for building elevations must be the same as that used for the BFE. Conversion factor used? ☐ Yes ☐ No
If Yes, describe the source of the conversion factor in the Comments area of this Section.

A. Dry Floodproofed Design Elevation:		_____	☐ feet	☐ meters
B. Lowest Adjacent Grade (LAG) next to the building:	☐ Natural ☐ Finished	_____	☐ feet	☐ meters
C. Highest Adjacent Grade (HAG) next to the building:	☐ Natural ☐ Finished	_____	☐ feet	☐ meters

Non-Residential Dry Floodproofed Design Certification:

I certify the structure, based upon development and/or review of the design and specifications for construction, has been designed in accordance with the accepted standards of practice (ASCE 24-05, ASCE 24-14 or their equivalent) and the following provisions.

- *The structure, together with attendant utilities and sanitary facilities will be watertight to the dry floodproofed design elevation indicated above, will be substantially impermeable to the passage of water, and shall perform in accordance with the 44 Code of Federal Regulations (44 CFR 60.3(c)(3)).*
- *All structural components are capable of resisting hydrostatic and hydrodynamic flood forces, including the effects of buoyancy, and anticipated debris impact forces up to the dry floodproofed design elevation. Flood damage-resistant materials are used for all areas where seepage is intended to collect inside the dry floodproofed areas up to at least 4 inches above the floor.*

I certify that the information in Section II on this certificate represents a true and accurate determination by the undersigned using the available information and data. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Certifier's Name: _____ License Number (or Affix Seal): _____

Title: _____ Company Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone #1: _____ Ext.: _____ Phone #2: _____ Ext.: _____

Email: _____

Place Seal Here

Signature: _____ Date: _____

Comments (including source of conversion factor and description of any attachments):

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

City: _____ State: _____ ZIP Code: _____

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

SECTION III – DRY FLOODPROOFED ELEVATION CERTIFICATION

(By a Registered Professional Land Surveyor, Engineer or Architect licensed in the State where the building is located)

Benchmark Utilized: _____ Vertical Datum: _____

Indicate elevation datum used for the elevations provided in this section:

☐ NGVD 1929 ☐ NAVD 1988 ☐ Other/Source: _____

Elevation datum used for building elevations must be the same as that used for the BFE. Conversion factor used? ☐ Yes ☐ No
If Yes, describe the source of the conversion factor in the Comments area of this section.

A. Dry floodproofed elevation (must be based on finished construction): _____ ☐ feet ☐ meters

B. Lowest Adjacent Grade (LAG) next to the building: ☐ Natural ☐ Finished _____ ☐ feet ☐ meters

C. Natural Highest Adjacent Grade (HAG) next to the building: _____ ☐ feet ☐ meters

Height of floodproofing on the building above the natural or finished LAG is _____ feet.
(In Puerto Rico only: _____ meters.)

(**Note**: For insurance rating purposes in all eligible zones inside the SFHA, the building's dry floodproofed design elevation must be at least one foot above the BFE to be considered for floodproofing credit. For B, C, D, or X Zones, the building's dry floodproofed design elevation must be at least two feet above the natural HAG. If the building is not dry floodproofed to the above-mentioned standards, then the building will not be considered for floodproofing credit. See the Instructions section for information on documentation that must accompany this certificate if being submitted for flood insurance rating purposes.)

Non-Residential Dry Floodproofed Elevation Information Certification:

Section III certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information.

I certify that the information in Section III on this Certificate represents a true and accurate interpretation and determination by the undersigned using the available information and data. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Certifier's Name: _____ License Number (or Affix Seal): _____

Title: _____ Company Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone #1: _____ Ext.: _____ Phone #2: _____ Ext.: _____

Email: _____

Place Seal Here

Signature: _____ Date: _____

Comments (including source of conversion factor and description of any attachments):

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:	**FOR INSURANCE COMPANY USE**
City: _____ State: _____ ZIP Code: _____	Policy Number: _____ Company NAIC Number: _____

SECTION IV – DRY FLOODPROOFED CONSTRUCTION CERTIFICATION

(By a Registered Professional Engineer or Architect licensed in the State where the building is located)

Non-Residential Dry Floodproofed Construction Certification:

I certify the structure, based upon development and/or review of the design, specifications, as-built drawings for construction and physical inspection, has been designed and constructed in accordance with the accepted standards of practice (ASCE 24-05, ASCE 24-14 or their equivalent) and any alterations also meet those standards and the following provisions.

- *The structure, together with attendant utilities and sanitary facilities is watertight to the dry floodproofed design elevation indicated above, is substantially impermeable to the passage of water, and shall perform in accordance with the 44 Code of Federal Regulations (44 CFR 60.3(c)(3)).*
- *All structural components are capable of resisting hydrostatic and hydrodynamic flood forces, including the effects of buoyancy, and anticipated debris impact forces up to the dry floodproofed design elevation.*
- *The floodproofed elevation is in accordance with the design and any alteration(s) to the design.*
- *Flood damage-resistant materials have been incorporated/used in all areas where seepage would collect inside the dry floodproofed areas up to at least 4 inches above the floor.*

I certify that the information in Section IV on this certificate represents a true and accurate determination by the undersigned using the available information and data. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Certifier's Name: _____ License Number (or Affix Seal): _____

Title: _____ Company Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone #1: _____ Ext.: _____ Phone #2: _____ Ext.: _____

Email: _____

Place Seal Here

Signature: _____ Date: _____

Copy all pages of this Dry Floodproofing Certificate and all attachments for: 1) community official, 2) insurance agent/company, and 3) building owner.

REQUIRED DOCUMENTATION

In order to ensure compliance and provide reasonable assurance that due diligence had been applied in designing and constructing dry floodproofing measures, the following information must be provided with the completed Dry Floodproofing Certificate:

1. **Photographs.** All photographs must be clear and in color, identified and include the date taken. Where the building is in the course of construction, provide clear descriptions of any other dry floodproofed components and attachments to be incorporated.
   a. Photographs of all sides and aspects of the floodproofed building.
   b. Photographs of all components used to provide dry floodproofing protections (shields, gates, barriers, sump pumps, backflow (non-return) valves or shutoff valves, etc.).
   c. Photographs of the installed barriers/shields and corresponding clear photographs of openings areas where barriers and shields are deployed without the barriers/shields installed (doors, windows, ventilation intakes, etc.).
   d. Photographs of penetrations through dry floodproofed envelopes (utilities, mechanical).
   e. Photographs of backup power source for sump pumps.

2. **Comprehensive Flood Emergency Operations Plan** for the entire structure to include but not limited to:
   a. The personnel, equipment, tools, and supplies needed to deploy all dry floodproofing system components with sufficient time prior to the onset of flooding or conditions such as high winds that could interfere with efficient deployment of measures.
   b. Clearly defined chain of command and assigned responsibilities for personnel involved in the installation of dry floodproofing measures.
   c. Procedure for notifying personnel responsible for installing dry floodproofing measures, along with a list of duty requirements.
   d. Decision tree that identifies the sequence, timeline, and responsible parties for installing the dry floodproofing components, including the triggers or benchmarks that will initiate procedures.
   e. Written description and map of the storage locations and types of dry floodproofing measures to be installed or deployed (shields, gates, barriers, and components as well as all associated hardware), along with any equipment, tools, and materials required for installation.
   f. Conditions that require the deployment of active dry floodproofing measures (e.g., installation of flood shields, closing of flood doors, closing of manual valves, staging of pumps).
   g. Instructions for installing or deploying each dry floodproofing measure and the order of installation if important for effectiveness.
   h. Instructions for connecting standby (emergency) power source (e.g., generator) for critical equipment such as sump pumps and egress lighting
   i. Contact information for the manufacturer and designer to expedite obtaining replacement parts and support as needed
   j. Evacuation plans for all personnel
   k. Requirements for installation and deployment drills and training program (at least once a year)
   l. Requirement for regular review and update of the plan procedures

3. **Comprehensive Inspection and Maintenance Plan** for the entire structure to include but not limited to:
   a. Exterior envelope of the structure, such as wall and foundation systems, to identify possible structural and waterproofing deficiencies such as cracks, water staining, and penetrations.
   b. All penetrations to the exterior of the structure.
   c. Slabs and wall/slab joints, including structural and drainage deficiencies.
   d. Flood shields, gates, panels, doors, glazing, barriers, and other components designed to provide dry floodproofing protection, including all seals, gaskets, fasteners, and mounting hardware and tools.
   e. Sump pumps (or self-priming pumps) and interior drain system.
   f. Emergency power systems.
   g. Testing of emergency generators, sump pumps, and other drainage measures.
   h. Backflow (non-return) valves or shutoff valves.
   i. Location of all flood shields, gates, panels, and other components including all hardware along with any materials or tools needed to seal the dry floodproofed area.
   j. Contact information for the manufacturer of the shields and other components to determine the availability of replacement gaskets, seals, and other parts and to ask questions.
   k. Cadence of inspection and maintenance plan.

4. **Building owner** acknowledgment that verifies that the owner is aware of the criteria for when the dry floodproofing measures must be installed and that they know how to install all the measures. This would be signed by the owner. Additionally, if the measures are to be installed by a third-party, then the third-party contractor must sign that they know how to install the measures.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

INSTRUCTIONS FOR COMPLETING THE DRY FLOODPROOFING CERTIFICATE FOR NON-RESIDENTIAL STRUCTURES

To receive credit for dry floodproofing, a completed Dry Floodproofing Certificate for Non-Residential Structures is required for non-residential buildings and the non-residential portions of mixed-use buildings in the Regular Program communities, located in all flood zones, including Zone X. For certification of finished construction, this form is invalid without Sections I through IV.

PROPERTY INFORMATION

This section identifies the building, its location, and its owner. Enter the name(s) of the building owner(s), the building's complete street address, and/or property description. If the building's address is different from the owner's address, enter the address of the building being certified. If the address is a rural route or a Post Office box number, enter the lot and block numbers, the tax parcel number, the legal description, or an abbreviated location description based on distance and direction from a fixed point of reference.

A map may be attached to this certificate to show the location of the building on the property. A tax map, FIRM, or detailed community map is appropriate. If no map is available, provide a sketch of the property location, and the location of the building on the property. Include appropriate landmarks such as nearby roads, intersections, and bodies of water. For building use, indicate whether the building is residential, non-residential, an addition to an existing residential or non-residential building, an accessory building (e.g., garage), or other type of structure. Use the Comments area of the appropriate section if needed or attach additional comments.

Provide latitude and longitude coordinates for the center of the front of the building. Use either decimal degrees (e.g., 39.504322°, −110.758522°) or degrees, minutes, seconds (e.g., 39° 30' 15.52", −110° 45' 30.72") format. If decimal degrees are used, provide coordinates to at least 6 decimal places or better. When using degrees, minutes, seconds, provide seconds to at least 2 decimal places or better. Provide the datum of the latitude and longitude coordinates (FEMA prefers the use of NAD 1983). Indicate the method or source used to determine the latitude and longitude in the Comments area.

SECTION I – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Complete the Dry Floodproofing Certificate using the Flood Insurance Study (FIS) and FIRM in effect at the time of the certification.

The information for Section I is obtained by reviewing the FIS and the FIRM panel that includes the building's location. Information about the current FIS and FIRM is available from FEMA by visiting msc.fema.gov or contacting the local floodplain administrator. If a Letter of Map Amendment (LOMA), Letter of Map Revision (LOMR), or LOMR Based on Fill (LOMR-F) has been issued by FEMA, please provide the letter date and case number in the Comments area, as appropriate.

For a building in an area that was mapped in one community but is now in another community due to annexation or dissolution, enter the community name and 6-digit number of the community in which the building is now located in the name of the county or new county, if necessary; and the FIRM index date for the community the building is now located in. Enter information from the actual FIRM panel that shows the building location, even if it is the FIRM for the previous jurisdiction. If the map in effect at the time of the building's construction was other than the current FIRM, and you have the past map information pertaining to the building, provide the information in the Comments area.

Note: Indicate in the Comments Section, if using information based on best available data, such as base-level engineering or advisory flood hazard data (contact the local floodplain administrator to confirm).

NFIP Community Name & Community Identification Number. Enter the complete name of the community in which the building is located, and the associated 6-digit Community Identification Number. For a newly incorporated community, use the name and 6-digit number of the new community. Under the NFIP, a "community" is any State or area or political subdivision thereof, or any Indian tribe or authorized native organization which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction. To determine the current community number, see the NFIP *Community Status Book*, available on FEMA's web site at www.fema.gov/national-flood-insurance-program-community-status-book.

County Name. Enter the name of the county or counties in which the community is located. For an unincorporated area of a county, enter the county name and "unincorporated area." For an independent city, enter "independent city."

State. Enter the 2-letter state abbreviation (for example, VA, TX, CA).

Map/Panel Number and Suffix. Enter the 10-character "Map Number" or "Community Panel Number" shown on the FIRM where the building or manufactured (mobile) home is located. For maps in a county-wide format, the sixth character of the "Map Number" is the letter "C" followed by a 4-digit map number. For maps not in a county-wide format, enter the "Community Panel Number" shown on the FIRM.

FIRM Index Date. Enter the effective date or the map revised date shown on the FIRM Index.

FIRM Panel Effective/Revised Date. Enter the effective date shown on the current FIRM panel. The current FIRM panel effective date can be determined by visiting **msc.fema.gov** or contacting the local floodplain administrator. In addition, if the area where the building is located was revised by a LOMR, include the LOMR effective date.

Flood Zone(s). Enter the flood zone, or flood zones, in which the building is located. All flood zones containing the letter "A" or "V" are considered Special Flood Hazard Areas. The flood zones are A, AE, A1–A30, V, VE, V1–V30, AH, AO, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO. Each flood zone is defined in the legend of the FIRM panel on which it appears.

BFE(s). Using the appropriate Flood Insurance Study (FIS) Profile, FIS Data Table (e.g., Transect, Floodway, etc.), or FIRM panel, locate the property and enter the BFE (or base flood depth) of the building site to the nearest tenth of a foot (nearest tenth of a meter, in Puerto Rico). If the building is located in more than one flood zone, list all appropriate BFEs.

BFEs are shown in the FIS or on a FIRM for Zones A1–A30, AE, AH, V1–V30, VE, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, and AR/AO; flood depth numbers are shown for Zone AO. Use the AR BFE if the building is located in any of Zones AR/A, AR/AE, AR/A1–A30, AR/AH, or AR/AO.

In unnumbered A or V zones where BFEs are not provided in the FIS or on the FIRM, BFEs may be available from another source. For example, the community may have established BFEs or obtained BFE data from other sources (e.g., Base Level Engineering) for the building site. For subdivisions and other developments of more than 50 lots or 5 acres in Zone A, establishment of BFEs is required per Floodplain Management requirements 44 CFR 60.3(b)(3). If a BFE is obtained from another source, enter the BFE. The BFE entered must be based on hydrologic and hydraulic analyses. In an unnumbered A Zone where BFEs are not obtained from another source, enter N/A.

For areas in which BFEs have not been established, designers can refer to FEMA 265 *Zone A Manual: Managing Floodplain Development in Approximate Zone A Areas* (FEMA 1995), https://www.fema.gov/sites/default/files/documents/fema_approx-zone-a-guide.pdf?id=2215. This guide provides information on obtaining and developing BFEs.

Source of BFE. Indicate the source of the BFE or flood depth that you entered. If the BFE is from a source other than FIS Profile, FIRM, or community, include the name of the study, the agency or company that produced it, and the date when the study was completed. Visit **msc.fema.gov** or contact the local floodplain administrator to access the current FIS and FIRM.

Elevation Datum. Indicate the elevation datum to which the elevations on the applicable FIRM are referenced as shown on the map legend. The vertical datum is shown in the Map Legend and/or the Notes to Users on the FIRM.

Limit of Moderate Wave Action (LiMWA). Indicate if a LiMWA is shown on the FIRM and the location of the building in relation to the LiMWA.

Floodway. Indicate if building is in a floodway and if applicable, the velocity in the area of the building. See FEMA P-936, *Floodproofing Nonresidential Buildings* for more information on determining the velocity.

Alluvial Fan. Indicate if building is in an alluvial fan and if applicable, the depth and velocity in the area of the building.

SECTION II – DRY FLOODPROOFED DESIGN CERTIFICATION

Section II is to be completed by a Registered Professional Engineer or Architect licensed in the State where the building is located to certify the design of the dry floodproofing measures as required by 44 CFR 60.3(c)(4).

SECTION III – DRY FLOODPROOFED ELEVATION CERTIFICATION

Section III is to be completed by a Registered Professional Land Surveyor, Engineer, or Architect licensed in the State where the building is located to provide the surveyed elevations of the as-built construction. To ensure that all required elevations are obtained, it will be necessary to physically enter the building.

SECTION IV – DRY FLOODPROOFED CONSTRUCTION CERTIFICATION

Section IV is to be completed by a Registered Professional Engineer or Architect licensed in the state where the building is located to certify the structure, based upon development and/or review of the design, specifications, as-built drawings for construction and physical inspection, has been designed and constructed in accordance with the accepted standards of practice (ASCE 24-05, ASCE 24-14 or their equivalent) and any alterations also meet those standards and the provisions listed in Section IV.

NATIONAL FLOOD INSURANCE PROGRAM

ENGINEERING "NO-RISE" CERTIFICATE

SITE INFORMATION

Community _____ County _____

Applicant _____ Date _____

Address _____ Engineer _____

Telephone _____ Address _____

Telephone _____

Project Address _____ Lot _____ Block _____

Subdivision _____

Legal Description _____

PROJECT INFORMATION

Description of Development: _____

Principal Use of Premises: _____

FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

NFIP map(s) and panel(s) affected: _____

Effective date of map: _____

Base Flood Elevation on FIRM: _____

Name of flooding source: _____

CERTIFICATION

This is to certify that I am a duly qualified Professional Engineer licensed to practice in the State of North Carolina. I further certify that the attached engineering data supports the fact the proposed development would not result in any increase in flood levels within the community during the occurrence of a base flood event.

_____ _____

CERTIFIER'S NAME LICENSE NUMBER

_____

COMPANY NAME (seal)

_____ _____

SIGNATURE DATE

_____

TITLE

CITY OF LEXINGTON

FLOODPLAIN DEVELOPMENT PERMIT

OFFICE USE ONLY	
Date Issued:	
File Number:	

SECTION IV: (To be completed by the Floodplain Administrator)

PERMIT DETERMINATION

I have determined that the proposed development

- ❑ IS
- ❑ IS NOT *(non-conformances to be described in a separate document)*

in conformance with local Flood Damage Prevention Ordinance Number _____ dated _____.

The Floodplain Development Permit

- ❑ IS
- ❑ IS NOT *(reasons for denial to be described in a separate document)*

Issued, subject to any conditions attached to and made part of this permit.

_____ _____

Signature Date

The applicant is reminded that this document is a development permit only. An inspection must be performed and a Compliance Certificate must be issued before the development can be occupied or used.

CERTIFICATE OF COMPLIANCE

OFFICE USE ONLY	
Date Issued:	_____
File Number:	_____

SECTION V : CERTIFICATE OF COMPLIANCE

"AS-BUILT" ELEVATION (to be completed by the applicant after construction)

The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).

(1) The Actual ("As-Built") elevation of the top of the lowest floor, including the basement, is _____ feet above MSL (vertical datum: _____).

(2) The Actual ("As-Built") elevation of floodproofing protection is _____ feet above MSL (vertical datum: _____).

COMPLIANCE ACTION (to be completed by the Floodplain Administrator)

The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community's local flood damage prevention ordinance.

Inspections:	Date: _____	By: _____	Deficiencies?	❑	Yes	❑	No
	Date: _____	By: _____	Deficiencies?	❑	Yes	❑	No
	Date: _____	By: _____	Deficiencies?	❑	Yes	❑	No
	Date: _____	By: _____	Deficiencies?	❑	Yes	❑	No
	Date: _____	By: _____	Deficiencies?	❑	Yes	❑	No

CERTIFICATE OF COMPLIANCE (to be completed by the Floodplain Administrator)

Certificate of Compliance issued.

_____ _____

Signature Date

This Certificate of Compliance indicates that structures may now be occupied, and non- structural developments may be utilized.