SUGGESTED STEPS IN FLOODPLAIN PERMIT REVIEW AND INSPECTION

Step 1: Is proposed development in the floodplain? Check FIRM and elevation from site plan. If yes, the permit must comply with the floodplain ordinance. Site plan must show nature, location, dimensions, and elevations of the site.

Step 2: Is proposed development in FLOODWAY? Check Floodway Map, if applicable. Floodway construction should be avoided and no increase in flood heights may result. A registered professional engineer must certify that the development will cause no increase in the base flood elevation.

Step 3: Is proposed development in a V-ZONE? Check FIRM and site elevation. If yes, the permit must comply with special V-Zone construction requirements in the loodplain ordinance.

Step 4: Has the applicant obtained all necessary state and federal permits? Determine if a watercourse will be altered as a result of the proposed development. If so, notify the adjacent communities, federal agencies, and the South Carolina Land, Water and Conservation Division – Flood Mitigation Program.

Step 5: Avoidance and minimization. Can proposed development be modified to avoid floodplain? If not, can impacts be further minimized? Review and modify plans with applicant in an attempt to avoid and minimize flood hazard.

Step 6: Are structures proposed that will require elevation (new structures, substantial improvements, additions)? Complete a substantial improvement worksheet, if necessary. Determine the Base Flood Elevation (BFE) in relation to mean sea level, from the FIRM or Flood Insurance Study, and record it for the lowest floor on the Permit. In approximate A-zones with no BFEs determined, the applicant and local administrator are charged with using the "best available data", such as historic flood levels, to determine a BFE for the site. Supply applicant with a blank Elevation Certificate (FEMA Form #81-31).

Step 7: Are any non-residential structures proposed that will be floodproofed in lieu of elevation? Determine the BFE is relation to mean sea level, from the FIRM or Flood Insurance Study, and record it as the floodproofing level on the Permit. **NOTE:** To meet the insurance standards for dry-floodproofing, the applicant must floodproof to a minimum of <u>one foot</u> above the BFE. A Floodproofing Certificate, (FEMA Form #81-65) must be completed.

Step 8: Are structures or enclosed areas below the BFE to be permitted (sheds, garages, storage areas, crawl spaces)? Determine how the venting requirement will be met and include specifications on plans. Ensure that uses will be limited to parking of vehicles, limited storage, and access.

Step 9: Assure full compliance with the floodplain ordinance. Approve and issue permit, or deny permit with complete written explanation of ordinance specifications that are not met by proposed development. Applicant has a right to appeal BFE determinations or permit denials through the appropriate planning or zoning board.

Step 10: All reasons for appeals and variances, and findings of the appeals board should be included in the permit file. Have the applicant sign a statement acknowledging that he has been informed that the flooding risk may be greater and that insurance premiums will be based on the risk for any non-conforming structures.

Step 11: Record permit in log of floodplain permits, and assure that all necessary documents are in files.

Step 12: Inspect construction to ensure compliance. An Elevation Certificate from a registered land surveyor or registered professional engineer should be required during framing inspection. For floodproofed, non-residential structures, a professional engineer must certify the floodproofed elevation using a Floodproofing Certificate. V-Zone Certificates are required for V-Zone construction. A final inspection must be conducted to assure proper venting, no electrical, mechanical devices below BFE, anchoring of gas tanks, etc.

Step 13: Issue Occupancy Certificate only after all documentation is in file and final inspection shows compliance with floodplain ordinance.