



Randolph County Office of Emergency Management/911
194 Airport Road
Elkins, WV 26241
OEM: (304) 636-0483
Email: ranmapadd@frontier.com
Fax: (304) 636-8364

GENERAL INFORMATION

The Flood Plain Development permit is the mechanism by which our community evaluates any and all impacts within our regulated flood plains. ALL activities must be in compliance with the Floodplain Ordinance of the presiding jurisdiction, local, regional, and statewide.

No work of any kind,(any manmade change to real estate, utilities, construction, excavation, paving, storage of equipment/materials, alterations/additions, remodeling, fencing, campground, etc.), may begin in a floodplain area designated as an A, A1-30, AE, AH or B until a development permit is issued.

1. There is a \$20.00 Flood Plain application permit. The application can be submitted via mail or in person. **Please make checks out to: Sheriff of Randolph County Memo: Flood Plain application.**
2. Please allow 7-10 business days to process the application (excludes weekend and holidays)
3. The permit may be revoked if any false statements or additional work has been done or differs -than what is specifically described and submitted on the flood plain application. If the permit is revoked all work MUST cease until a permit is re-issued.
4. The permit will expire if no work is commenced within 6 months of the date of issue.
5. The development may not be used or occupied until a Certificate of Compliance is issued.
6. The permit will not be issued until any other necessary local, state or federal permits have been obtained. Including:
 - a. If this is a manufactured home, a manufactured home anchoring certificate must accompany the application.
 - b. Elevation certificate: beginning elevation and finished construction elevation.
 - c. Flood proofing certificate: Certificate and documentation supporting the issued certificate.
 - d. Septic



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7. By signing and submitting this application, the applicant gives consent to the local floodplain Administrator and/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 this application, and in any additional attachments submitting by the Applicant, are true and accurate.

****IMPORTANT NOTE**** The applicant will provide one copy of plans, site sketch, ALL Required Permits, certificates, and specifications for the proposed construction/project, along with this application. Plans will include a detailed description of the work to be completed.

RANDOLPH COUNTY FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
FLOODPLAIN MANAGEMENT PROGRAM

THIS DETERMINATION IS BASED ON FLOODPLAIN MAPS DATED SEPTEMBER 29, 2010. REVISED MAPS MAY MAKE THIS DETERMINATION INVALID.

Application Date: _____ Permit #: _____

Structure Owner: _____ Phone #: _____

Mailing Address: _____

Contractor: _____ Phone # _____

Mailing Address _____

State Contractor License # _____ City Contractor # _____

Property Site Address: _____

Latitude: _____ Longitude: _____

Directions: _____

Type of development. Residential Constructed _____ Porches: Front ___ Back ___

Residential Manufactured _____ Porches: Front ___ Back ___

Garage: Attached _____ Detached _____

Commercial: Complete Commercial Section page 2.

Industrial: Complete Industrial page 2.

Fill: Size of excavation area and fill amount: _____

Telecommunication Tower: _____

Stream Crossing: (i.e. bridges, culverts etc.) _____

Foundation type: Block with flood venting, Breakaway Underpinning, Stilt

Estimated construction costs of project (Labor and material): _____

RANDOLPH COUNTY FLOODPLAIN DEVELOPMENT APPLICATION

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UTILITIES:

Allegheny Power Work Order Number: _____

Is the property served by public water service? If yes, state the name of public service district or water company. Yes No (circle one) _____

Is the property served by a public sewer service: If yes, state the name of the sewer provider. Yes No (circle one) _____

SEPTIC: If your structure will be served by an individual sewage disposal system, health department approval is required to submitting this application. Contact the Randolph County Health Department.

Date _____ Approved and conditions: _____ Disapprove and conditions _____

Copy of Septic Permit required with this application.

Manufactured/Mobile Homes: Anchoring Certificate Required. _____

COMMERCIAL, INDUSTRIAL, MULTIFAMILY AND/OR LEASE COMMUNITY:

Multi Family: Townhouse _____ Number of dwellings units _____

Apartment _____ Number of dwelling units _____

Condominium _____ Number of Dwelling Units _____

Commercial _____ Type of Business _____

Industrial _____ Type of industry _____

Lease Community _____ Community name _____

NOTICE:

I hereby certify that I have read and examined this document and the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, local law regulating construction or the performance of construction. Applicant hereby gives Randolph County Floodplain Manage, or his/her representative, consent to enter the property to inspect for compliance.

Signature of Property Owner, Contractor or Other _____ Date: _____

Return Application to:

Randolph County OEM/911

194 Airport Rd Elkins WV 26241

304-636-0843 Ext 1 Fax: 304-636-8364

Email: ranmapadd@frontier.com

SIMPLE SITE PLAN DIRECTIONS & EXAMPLE

A Simple Site Plan is required when site is partially within a mapped flood hazard area:

Permit Number _____

Application Date _____

***STRUCTURE OWNER**

NAME _____ PHONE _____

ADDRESS _____

***SIMPLE SITE PLAN CHECKLIST**

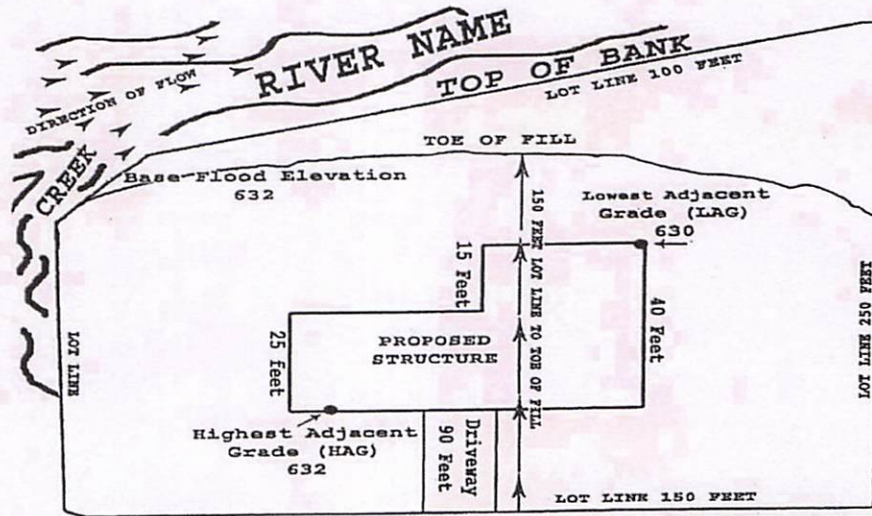
ALL SIMPLE SITE PLANS SHALL CONTAIN THE FOLLOWING PERTINENT INFORMATION:

- LOCATION OF STREAM AND DIRECTION OF FLOW (Include name if applicable)
- LOCATION OF PROPOSED STRUCTURE(S)
- LOCATION OF EXISTING STRUCTURE(S) (Ex. House, Garage, Outbuilding, pool, etc.)
- DRIVEWAY LOCATION
- LOCATION OF STREET/ROAD(S) WITH RESPECT TO THE LOT (Include Street/Road Name)

If the community determines the proposed development is within the floodplain or too close to make a confident determination a detailed site plan from a Licensed Surveyor will be required containing additional data such as:

- BASE FLOOD ELEVATION (represent BFE by multiple points across site (or a contour)).
- LOWEST ADJACENT GRADE (LAG) ELEVATION (Lowest NATURAL grade touching foundation)

***EXAMPLE SIMPLE SITE PLAN**



ROAD NAME

Title Block

Name: _____
 Parcel No. _____
 Sheet _____ of _____ Date: ____/____/____
 Scale: 1 sq. foot = ____ feet

Simple Site Plan for Floodplain Development

Title Block

Name: _____

Parcel No. _____

Sheet ___ of ___ Date: ___ / ___ / ___

Scale: 1 sq. ft. = _____ feet

Additional Comments or Descriptions: _____

Signature of Developer

Date

Randolph County Floodplain Determination Application

This determination is based on Floodplain Maps Dated September 29,2010. Revised maps may make this determination invalid.

Date: _____

Structure Owner: Name: _____ Phone: _____

Address: _____

Property Owner: Name: _____ Phone: _____

Address: _____

Site Information: Latitude: _____ Longitude: _____

911 Mapping Address: _____

Assigned by: _____ Date: _____

NOTICE:

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction, Applicant hereby gives Randolph County Floodplain Manager, or his/her representative, consent to enter property to inspect for compliance.

Signature of Property Owner, Contractor, or Other _____ Date: _____

Return Application To: Randolph County Office of Emergency Management/911

194 Airport Rd. Elkins, WV 26241

Phone: 304-636-0483 Et. 1 Fax: 304-636-8364

Email: ranmapadd@frontier.com

Make checks payable to: Sheriff of Randolph County

TO BE COMPLETED BY FLOODPLAIN DETERMINATION OFFICIAL:

The proposed development is located in FIRM Panel No. _____ Dated Sept. 29, 2010

___ Is **NOT** located in a Special Flood Hazard Area.

___ **IS** located ins the Special Flood Hazard Area and FIRM zone designation is _____.

___ **IS** located in Floodway. (Refer to Randolph County Floodplain Manager.)

FEE: _____ **AMOUNT PAID:** _____ **Date:** _____

___ Cash ___ Check ___ Money Order Check/Money Order No. _____

Tax Map No. _____ **Parcel No:** _____

Permit Officer & Date: _____ **Permit Number:** _____



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Check off Sheet

**Please use this helpful check off sheet to be sure you have completed the application and have attached all needed documents to help us process your application.

- Application filled out fully! Please allow 7-10 business days to process, excluding weekends and holidays.
- Application is Signed and dated by Property owners and person making application.
- Project Information is complete with Coordinates, General Location and Tax parcel information.
- A Copy of the Legal Description of the property is attached to the Application
- Description of the Project is described and filled out with as much detail as possible.
 - Copy of Site Plans attached with application (Including detailed description of work to be completed).
- Site Sketch is attached with application (include utilities, roads, driveways, outbuildings, tanks etc.)** does not have to be to scale and can be hand drawn.
- Copy of all other required permits must be obtained before a permit is issued from our office. (Septic, DOH, Elevation, DEP, Anchoring, Etc.)
- Payment mailed back with the completed application - in the amount of \$20.00; paid to the order of "Sheriff of Randolph County"-be sure to reference: Flood Plain Application on the check/memo. You may also drop the payment off by calling the office before hand at 304-636-0483, ext.1.

Mail Completed application to:

Randolph County Office of Emergency Management/911
Attention: Flood Plain Management
194 Airport Rd.
Elkins, WV 26241