



**TOWN OF WAYNESVILLE**  
 Development Services Department  
 PO Box 100  
 9 South Main Street  
 Waynesville, NC 28786  
 Phone (828) 456-8647 • Fax (828) 452-1492  
 www.waynesvillenc.gov

Date:
Received By:

## Town Of Waynesville

### Floodplain Development Permit Application

*Please attach all required documentation/statements to this application. All applications must include a plot plan that describes the nature, location, dimensions and elevations of the area of development/disturbance, the boundary of the Special Flood Hazard Area (SFHA), or a statement that the entire lot is within the Special Flood Hazard Area, the flood zone(s) designation of the proposed development, the boundary of floodway(s) or non-encroachment area(s), the Base Flood Elevation (BFE), the new and old location of any watercourse that will be altered, a certification of the plot plan by registered land surveyor, and a copy of the no-rise certification or letter of map amendment.*

<b>Property Owner</b>	<b>Applicant</b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
_____	_____
<b>Phone:</b> _____	<b>Phone:</b> _____
	<b>Email:</b> _____

<b>Address of Proposed Work:</b> _____	<b>Contractor:</b> _____
_____	<b>Address:</b> _____
<b>Property PIN #:</b> _____	_____
<b>Phone:</b> _____	

Description of Work	Type of Construction	Type of Use
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Assembly <input type="checkbox"/> Business
<input type="checkbox"/> Alteration	<input type="checkbox"/> Excavation	<input type="checkbox"/> Steel Frame
<input type="checkbox"/> Grading	<input type="checkbox"/> Repair	<input type="checkbox"/> Log
<input type="checkbox"/> Other (Describe Nature of Work)	<input type="checkbox"/> Modular	<input type="checkbox"/> Hazardous <input type="checkbox"/> Institutional
		<input type="checkbox"/> Mercantile <input type="checkbox"/> Residential
		<input type="checkbox"/> Storage <input type="checkbox"/> Utility

\_\_\_\_\_

Will any watercourse be altered or relocated because of the proposed development? \_\_\_\_\_ *If yes, attach a description of the extent of the alteration, Army Corps or NCDEQ permit or statement of exemptions, adjacent wetland delineation, or other documents as required.*

**Acknowledgement Statements:**

\_\_\_\_\_ I acknowledge that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of 12.3.4.F have been met.

\_\_\_\_\_ I acknowledge the all the materials below BFE/RFPE must be flood resistant materials.

Notes: \_\_\_\_\_

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## Requirements for Applications with Substantial Improvements and Repair of Substantial Damage



Please contact **Development Services Department** if you have questions about the substantial improvement and substantial damage requirements. Your building may have to be brought into compliance with the floodplain management requirements for new construction.

Applications for permits to work on existing buildings that are located in Special Flood Hazard Areas must include the following:

- Current photographs of the exterior (front, rear, sides)
- If your building has been damaged, include photographs of the interior and exterior; provide pre-damage photos of the exterior, if available
- Detailed description of the proposed improvement (rehabilitation, remodeling, addition, etc.) or repairs
- Cost estimate of the proposed improvement or the cost estimate to repair the damaged building to its before-damage condition
- Elevation certificate or elevation survey
- You may submit a market value appraisal prepared by a licensed professional appraiser for the value of the building
- Owner's affidavit (signed and dated)
- Contractor's affidavit (signed and dated)

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# Substantial Improvement Worksheet for Floodplain Construction

(for reconstruction, rehabilitation, addition, or other improvements, and repair of damage from any cause)

Property Owner (name, phone) \_\_\_\_\_  
Property Address: \_\_\_\_\_  
PIN \_\_\_\_\_  
Date building originally built \_\_\_\_\_  
Description of improvements \_\_\_\_\_  
\_\_\_\_\_

<b>Present Market Value</b> of structure ONLY (market appraisal or adjusted assessed value, BEFORE improvement, or if damaged, before the damage occurred), not including land value:	\$
<b>Cost of Improvement -</b> Actual cost of the construction** (see items to include/exclude) **Include volunteer labor and donated supplies.**	\$
Ratio = $\frac{\text{Cost of Improvement (or Cost to Repair)}}{\text{Market Value}} \times 100$	%

*Ratio of 50% or greater constitutes a substantial improvement*

Determination completed by: \_\_\_\_\_  
Date: \_\_\_\_\_

## Costs for Substantial Improvements and Repair of Substantial Damage

### Included Costs

Items that must be included in the costs of improvement or costs to repair are those that are directly associated with the building. The following list of costs that must be included is not intended to be exhaustive, but characterizes the types of costs that must be included:

- Materials and labor, including the estimated value of donated or discounted materials and owner or volunteered labor
- Site preparation related to the improvement or repair (foundation excavation, filling in basements)
- Demolition and construction debris disposal
- Labor and other costs associated with demolishing, moving, or altering building components to accommodate improvements, additions, and making repairs
- Costs associated with complying with any other regulation or code requirement that is triggered by the work, including costs to comply with the requirements of the Americans with Disabilities Act (ADA)
- Costs associated with elevating a structure to an elevation that is lower than the BFE
- Construction management and supervision
- Contractor's overhead and profit
- Sales taxes on materials
- Structural elements and exterior finishes, including:
  - Foundations (e.g., spread or continuous foundation footings, perimeter walls, chainwalls, pilings, columns, posts, etc.)
  - Monolithic or other types of concrete slabs
  - Bearing walls, tie beams, trusses
  - Joists, beams, subflooring, framing, ceilings
  - Interior non-bearing walls
  - Exterior finishes (e.g., brick, stucco, siding, painting, and trim)
- Structural elements and exterior finishes (cont.):
  - Windows and exterior doors
  - Roofing, gutters, and downspouts
  - Hardware
  - Attached decks and porches
- Interior finish elements, including:
  - Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone, and wall-to-wall carpet over subflooring)
  - Bathroom tiling and fixtures
  - Wall finishes (e.g., drywall, paint, stucco, plaster, paneling, and marble)
  - Built-in cabinets (e.g., kitchen, utility, entertainment, storage, and bathroom)
  - Interior doors
  - Interior finish carpentry
  - Built-in bookcases and furniture
  - Hardware
  - Insulation
- Utility and service equipment, including:
  - HVAC equipment
  - Plumbing fixtures and piping
  - Electrical wiring, outlets, and switches
  - Light fixtures and ceiling fans
  - Security systems
  - Built-in appliances
  - Central vacuum systems
  - Water filtration, conditioning, and recirculation systems

## Excluded Costs

Items that can be excluded are those that are not directly associated with the building. The following list characterizes the types of costs that may be excluded:

- Clean-up and trash removal
- Costs to temporarily stabilize a building so that it is safe to enter to evaluate required repairs
- Costs to obtain or prepare plans and specifications
- Land survey costs
- Permit fees and inspection fees
- Carpeting and recarpeting installed over finished flooring such as wood or tiling
- Outside improvements, including landscaping, irrigation, sidewalks, driveways, fences, yard lights, swimming pools, pool enclosures, and detached accessory structures (e.g., garages, sheds, and gazebos)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes
- Plug-in appliances such as washing machines, dryers, and stoves

## Owner's Affidavit: Substantial Improvement or Repair of Substantial Damage

Property Address:

Parcel ID Number:

Owner's Name:

Owner's Address/Phone:

Contractor:

Contractor's License Number:

Date of Contractor's Estimate:

I hereby attest that the description included in the permit application for the work on the existing building that is located at the property identified above is all of the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement. I further attest that I requested the above-identified contractor to prepare a cost estimate for all of the work, including the contractor's overhead and profit. I acknowledge that if, during the course of construction, I decide to add more work or to modify the work described, that Waynesville will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Owner's Signature:

Date:

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Signature of Notary \_\_\_\_\_

Official Notary Seal

My commission expires \_\_\_\_\_

## Contractor's Affidavit: Substantial Improvement or Repair of Substantial Damage

Property Address:

Parcel ID Number:

Owner's Name:

Owner's Address/Phone:

Contractor:

Contractor's License Number:

Date of Contractor's Estimate:

I hereby attest that I have personally inspected the building located at the above-referenced address and discussed the nature and extent of the work requested by the owner, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

At the request of the owner, I have prepared a cost estimate for all of the improvement work requested by the owner and the cost estimate includes, at a minimum, the cost elements identified by Waynesville that are appropriate for the nature of the work. If the work is repair of damage, I have prepared a cost estimate to repair the building to its pre-damage condition. I acknowledge that if, during the course of construction, the owner requests more work or modification of the work described in the application, that a revised cost estimate must be provided to Waynesville, which will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Contractor's Signature:

Date:

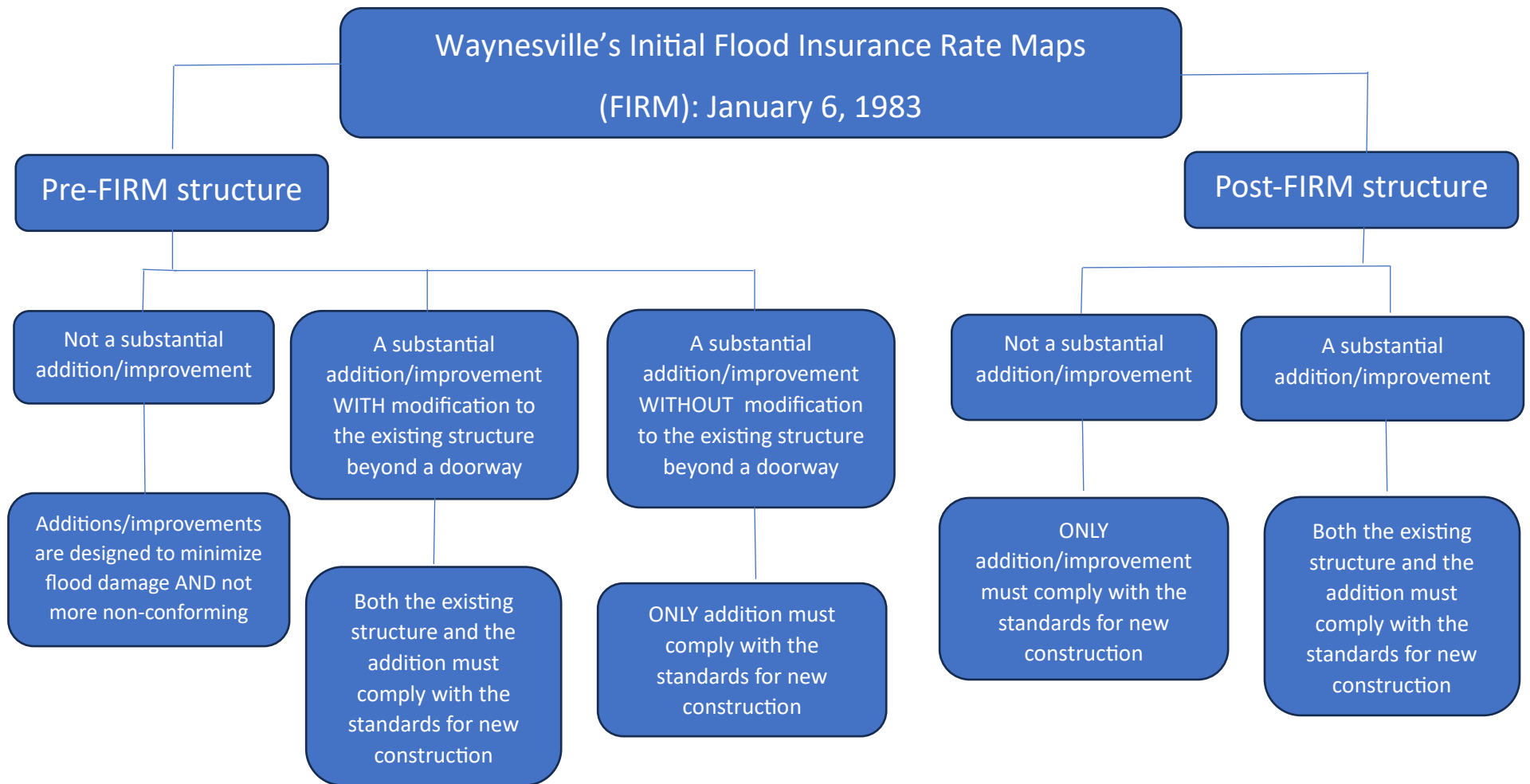
Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Signature of Notary \_\_\_\_\_

Official Notary Seal

My commission expires \_\_\_\_\_





- For more details, refer to Waynesville Land Development Standards (LDS), Section 12.3.4.B.5 (Provisions for Flood Hazard Reduction. Additions/Improvements).
- **Substantial Improvement** means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage cumulatively within a 5-year period, regardless of the actual repair work performed (LDS 17.5)
- For information about electrical, heating, ventilation, air-conditioning, plumbing, duct systems, and other utilities, refer to LDS 12.3.4.