Building and Floodplain Development Permit Application

Town of Marlinton

709 2nd Avenue, Marlinton, WV 24954 (304)799-4315
www.townofmarlintonwv.com

Section I is to be completed by the applicant; the Town of Marlinton Floodplain Manager (FPM) will help fill in any missing information. Local participation in the National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers. In order 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 certain floodplain development standards. This application packet is a tool to ensure those standards are met. Please keep in mind that depending on the type of development, *you may be required to hire a surveyor or engineer to help complete required forms.*

NFIP policies can be purchased from most insurance agents at the national NFIP rate in participating communities. The rates are determined by the flood risk zone in which you live, by the elevation of the lowest floor of your home, and other determining factors. The rate should be the same regardless of which agent or agency sells you the insurance policy.

If the property 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 Town of Marlinton Floodplain Ordinance, and there are penalties for failing to do so, including high insurance rates and or fines.

If you are proposing development of any kind (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc…), you **MUST** submit this application to the Town of Marlinton FPM. Depending upon the type of development you are proposing, additional forms may be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated at a minimum of two feet above the base flood elevation (BFE). The Town of Marlinton FPM will help you determine the BFE in areas where a study has been performed, a licensed surveyor or engineer may be required to determine the BFE in other areas.

Typically, the Applicant completes Section I of this packet and submits the information to the local FPM. The FPM reviews the submission and determines, then notifies whether or not additional information is needed. Once all required materials have been submitted, the FPM will make a permitting decision and either issue (and may include conditions of approval) or deny the requested permit.

A community official, or the FPM, will perform inspections throughout the project, as well as when the project is completed to ensure that the development is compliant with the requirements of the local ordinance and the West Virginia State Building Code.

The Town of Marlinton Floodplain Ordinance can be viewed at: www.townofmarlintonwv.com/building-code-and-permits

INSTRUCTIONS FOR COMPLETION

SECTION I

Complete General Information and Owner Information

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

Provide a cost estimate, detailed description of work to be performed, a drawing of the sie plan or attach site plans to this application, and check the box(es) beside the type of development that is being proposed.

SECTION II

Floodplain Information

The FPM will determine the position of the proposed development relative to community floodplains and floodways. This determination is used to determine whether or not a Floodplain Development Permit and/or any other forms are required prior to commencing the proposed project.

If any of the additional documentation is required, the FPM is to notify the applicant, allow a reasonable length of time for submission of the documents, and then review all submissions to determine whether or not the permit will be issued.

SECTION III

Additional Forms that May Be Required

- Elevation Certificate
- Substantial Improvement Determination
- Floodproofing Certificate
- H&H Analysis and "No-Rise Certification"

SECTION IV

Permit Determination

The FPM will indicate whether or not the proposed development is conformant with the requirements of the Town of Marlinton Floodplain Ordinance, and whether or not the requested permit is issued. If the decision is to NOT issue the permit, the FPM will provide an explanation of the perceived deficiencies to the Applicant.

SECTION V

Certificate of Compliance

The FPM will indicate the "As-Built" lowest floor elevation for structural developments, list inspections which have been performed, and issue the Certificate of Compliance to the Applicant if appropriate.

TOWN OF MARLINTON
FLOODPLAIN ORDINANCE APPLICATION PERMIT FEES

Additions or Improvements to Single Family Residential or Manufactured Homes, Improvements to existing Commercial Structures, Commercial Land Use Changes and Land Altering Activities
Total costs of which do not exceed $10,000.00.....$25.00 plus $5.00 per $1,000.00

Accessory Buildings or Appurtenant Structures
Including but not limited to: garages, storage buildings, carports.
Total costs of which do not exceed $10,000.00.....$50.00

Accessory Buildings or Appurtenant Structures
Including but not limited to: garages, storage buildings, carports.
Total costs of $10,000.00 - $50,000.00.....$100.00

Accessory Buildings, Appurtenant Structures, Additions or Improvements to Single Family Residential or Manufactured Homes, New Single or Multi- Family Residential and Commercial Structures or Improvements to existing Commercial Structures, Commercial Land Use Changes and Land Altering Activities
Total costs in excess of $50,000.00.....$200.00 plus $2.00 per $1,000.00 over $50,000.00

New Industrial Structures, Additions or Improvement to Existing Industrial Structures, Changes in Land Use and Land Altering Activities for Industrial Purposes
Industrial structures, including but not limited to: oil and/or natural gas wells, pipelines, road crossings, creek/river crossings, storage/holding tanks, ponds, roads, bridges, tank pads, storage yards and buildings used or associated with oil and natural gas purposes whether temporary or permanent.
Total costs of which do not exceed $100,000.00.....$500.00

New Industrial Structures, Additions or Improvements to Existing Industrial Structures, Changes in Land Use and Land Altering Activities for Industrial Purposes
Industrial structures, including but not limited to: oil and/or natural gas wells, pipelines, road crossings, creek/river crossings, storage/holding tanks, ponds, roads, bridges, tank pads, storage yards and buildings used or associated with oil and natural gas purposes whether temporary or permanent.
Total in excess of $100,000.00 .....$1000.00 plus $5.00 per $1,000.00 in costs over $100,000.00

Maximum Fee: In no event shall any Floodplain Application Permit Fee charged under the Town of Marlinton Floodplain Ordinance exceed the sum of $100,000.00.

Town of Marlinton

709 2nd Avenue, Marlinton, WV 24954 (304)799-4315

Building and Floodplain Development Permit Application

OFFICE USE ONLY
Date Received:
Permit Number:

Project Address: _____

SECTION I: Applicant and Project Information

General Information

1. No work of any kind may begin until a building or floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. Two (2) sets of building plans are required to be submitted with this application.
4. All work performed must be performed in compliance with the Town of Marlinton Floodplain Ordinance and West Virginia State Building Code.
5. If revoked, all work must cease until a permit is re-issued.
6. The development may not be used or occupied until a Certificate of Compliance is issued.
7. The permit will expire if no work is commenced within 6 months of the date of issue.
8. The permit will not be issued until all other necessary local, state or federal permits have been obtained.
9. By signing and submitting this application, the Applicant gives consent to the Town of Marlinton Floodplain Manager, Code Enforcement Officer, Building Inspector or a representative of to make reasonable inspections prior to the issuance of a Certificate of Compliance.
10. 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.

Property Owner

Property Owner: _____ Mailing Address: _____

Telephone: _____ _____

Email Address: _____ _____

Signature: _____ Date: _____

Applicant (if different than owner)

Applicant: _____ Notes:

Telephone: _____

Email Adress: _____

Signature: _____

Project Address:_____ Tax Map:_____ Tax Parcel:_____

Project Information

Estimated Cost*: _____

*Cost of both materials and labor combined.

Contractor estimate or proper documentation must be attached.

For Office Use Only

Fee: _____

Receipt #: _____

Received By: _____

Date recieved: _____

The Town of Marlinton Floodplain Ordinance an be viewed at:
www.townofmarlintonwv.com/building-code-and-permits

General Contractor

Name: _____ License Number*: _____

Address: _____

_____

Phone: _____

*** A copy of valid WV Contractor's License must be attached to this application and a valid Town of Marlinton Business License is required.**

Electrical Contractor

Name: _____ License Number*: _____

Address: _____

_____

Phone: _____

*** A copy of valid WV Contractor's License must be attached to this application and a valid Town of Marlinton Business License is required.**

Plumbing Contractor

Name: _____ License Number*: _____

Address: _____

_____

Phone: _____

*** A copy of valid WV Contractor's License must be attached to this application and a valid Town of Marlinton Business License is required.**

Mechanical Contractor

Name: _____ License Number*: _____

Address: _____

_____

Phone: _____

*** A copy of valid WV Contractor's License must be attached to this application and a valid Town of Marlinton Business License is required.**

Other Contractor

Name: _____ License Number*: _____

Address: _____

_____

Phone: _____

*** A copy of valid WV Contractor's License must be attached to this application and a valid Town of Marlinton Business License is required.**

Notes: _____

Project Information

Detailed description of work to be performed: _____

_____

_____

_____

_____

Detailed Site Plan

Attach to this application or draw in the following box a detailed site plan. The site plan should include; a north arrow, property lines, location of all existing and proposed structures, driveways, easements, sidewalks, utility poles, hydrants, A/C or heating units, swimming pools, fences, roads, alleys, streams or rivers, bridges, culverts or drainage ditches.

Project Information

Type of Structure:

- ☐ Residential (1 to 4 families)
- ☐ Residential (More than 4 families)
- ☐ Non-Residential
  - ○ Elevated
  - ○ Floodproofed
- ☐ Combined Use (Residential and Non-Residential)
- ☐ Manufactured Home
  - ○ Located **INSIDE** a Manufactured Home Park
  - ○ Located **OUTSIDE** a Manufactured Home Park

Type of Structural Activity:

- ☐ New Structure
- ☐ Addition to Existing Structure*
- ☐ Alteration of Existing Structure*
- ☐ Relocation of Existing Structure **
- ☐ Demolition of Existing Structure
- ☐ Replacement of Existing Structure

* Substantial Improvement

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.

Substantial Improvement Evaluation:

Cost of Improvement (a): $ _____

Market Value of Building (b): $ _____

Percent of Value Change (a/b): % _____

Disclaimer: Substantial Improvement Evaluation must be supported by project cost documentation and approved market evaluation. Attach supporting documentation.

** Relocation or Replacement

A relocated structure or a structure being replaced must be treated as new construction.

Other Development Activities

- ☐ Excavation (not related to a structural development)
- ☐ Clearing
- ☐ Placement of Fill Material
- ☐ Grading
- ☐ Mining
- ☐ Drilling
- ☐ Dredging
- ☐ Watercourse alteration
- ☐ Drainage improvement (including culvert work)
- ☐ Individual water or sewer system (not included to a structural development listed above)
- ☐ Roadway or bridge construction
- ☐ Specify other development not listed above:

_____

Property Owner Signature

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

_____ _____

Signature of Property Owner | Date

SECTION II: (To be completed by Floodplain Administrator)

Flood Information

1. The proposed development is located on FIRM map panel: _____ (number and suffix)
2. Effective date on the FIRM: _____
3. The proposed development is located in Zone _____ of the SFHA. ☐ NOT in the SFHA.
4. Is the proposed development located within the regulatory floodway: ☐ No ☐ Yes*

*If YES, attach completed H&H analysis for a No-Rise Certificate.

Structural Development

For structures, the provisions of the Town of Marlinton Floodplain Ordinance specify that the lowest floor, including utilities, be elevated to two feet above the Base Flood Elevation.

The minimum required elevation for the proposed development is: _____ ☐ N/A Not in SFHA.

The Base Flood Elevation at the site of the proposed development is: _____

Source of Base Flood Elevation: ☐ FIRM ☐ FIS or ☐ other: _____

The following documents are required:

- ☐ An Elevation Certificate *
- ☐ Site Plan (Showing location of SFHA and development)
- ☐ A Non-Conversion Agreement

The following documents may be required:

- ☐ Floodproofing Certificate * – required if floodproofing a non-residential structure
- ☐ A No-Rise Certificate * – if any of the proposed development is in a "regulatory floodway"
- ☐ An elevation study showing BFEs on developments/ subdivisions exceeding 50 lots or 5 acres in Zone A

**** Certificates require completion by a Professional Land Surveyor or Registered Professional Engineer as indicated.***

SECTION III: (To be completed by Floodplain Administrator)

Permit Determination

I have determined that the proposed development:

☐ IS in conformance with the Town of Marlinton Floodplain Ordinance.

☐ IS NOT in conformance with the Town of Marlinton Floodplain Ordinance. (non-conformance described in separate document)

The Building and Floodplain Development Permit:

☐ IS issued subject to any conditions attached to and made part of this permit.

☐ IS NOT ISSUED (denials are described in separate document)

_____ _____

Signature of Floodplain Administrator | Date

SECTION IV: (To be completed by Floodplain Administrator)

Certificate of Compliance

Certificate of Compliance is issued, and the development is found to be in compliance with all applicable ordinances.

_____ _____

Signature of Floodplain Administrator | Date

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