



FOR OFFICE USE ONLY

Permit #: 26-_____

Project Name/Description: _____

Applicant Company: _____

Date Received: _____

Fee Paid: _____

DODDRIDGE COUNTY COMMERCIAL / INDUSTRIAL FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 1 — GENERAL INFORMATION & APPLICANT CERTIFICATION

Doddridge County requires a Floodplain Development Permit for any commercial, industrial, or utility-related work taking place in or near a FEMA-mapped floodplain. This includes new construction, substantial improvements, grading, fill, utility installations, access roads, culverts, and other development activities.

General Requirements

- A floodplain permit must be issued before any work begins.
- Additional permits (building, DEP, utility, etc.) may also be required.
- The Floodplain Manager may conduct site visits before, during, and after construction.
- All work must match the approved site plan and submitted documents.
- Any change to the project must be reported within 48 hours.
- A Stop Work order may be issued if work does not match the approved plan.
- This application becomes part of the public record once submitted.

Elevation Certificate Requirements (Read and Initial)

If your project involves new construction, substantial improvement, placement of a manufactured structure, or any enclosed structure within the floodplain, you are required to provide:

- A pre-construction elevation certificate, and
- A finished construction elevation certificate

These certificates verify that the lowest floor is elevated to Base Flood Elevation + 2 feet (freeboard) as required by the Doddridge County Floodplain Ordinance.

A Certificate of Occupancy cannot be issued until the finished elevation certificate is received.

Applicant Initials: _____

Applicant Certification

I certify that:

- I am authorized to submit this application on behalf of the company listed.
- The information provided is true and complete to the best of my knowledge.
- All required permits will be obtained before work begins.
- I understand that failure to follow the approved site plan may result in a Stop Work order.
- I grant permission for the Floodplain Manager or designee to enter the property for inspections.
- I understand this application will be reviewed within 90 days of submission.

Applicant Signature: _____

Printed Name: _____

Title: _____

Date: _____

SECTION 2 — APPLICANT & COMPANY INFORMATION

Applicant Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Person: _____

Title: _____

Phone: _____

Email: _____

Engineering Firm (if applicable): _____

Contact Person: _____

Phone: _____

Email: _____

SECTION 3 — PROPERTY INFORMATION

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

911 Address / Site Location: _____

Tax Map / Parcel (if known): _____

Surface Rights Owner:

☐ Same as property owner

If different, list: _____

Mineral Rights Owner (optional):

Only required if different from property owner.

Name: _____

Mailing Address: _____

SECTION 4 — FLOODPLAIN LOCATION DATA

Floodplain location data is attached from the **West Virginia Flood Tool** and is required for all commercial and industrial applications.

(Flood Tool screenshot/Copy must show flood zone, BFE, and site location.)

SECTION 5 — PROJECT DETAILS

Type of Work (Check all that apply)

- | | |
|---|--|
| ☐ New commercial/industrial structure | ☐ Oil & gas infrastructure |
| ☐ Substantial improvement | ☐ Pipeline / compressor / production facility |
| ☐ Utility installation (water, sewer, electric, gas) | ☐ Repair / replacement |
| ☐ Access road / culvert | ☐ Other: _____ |
| ☐ Fill / grading | |

Brief Description of the Project: *(Use Separate sheet if needed)*

Estimated start date: _____

Estimated completion date: _____

COST:

Total Estimated Cost of Work Located Within the FEMA-Recognized Special Flood Hazard Area (SFHA):

(Only costs associated with development inside the SFHA should be reported. Costs for work outside the SFHA must not be included in fee calculations. Consult the Commercial Floodplain Fee Schedule or request a copy from the Floodplain Manager's Office.)

SECTION 6 — SITE PLAN REQUIREMENTS

Please attach **one or more** of the following:

- Engineering drawings or site layout
- Grading plan (if applicable)
- Utility layout (if applicable)
- WV Flood Tool screenshot with project area marked

Your site plan must show:

- Location of existing structures
- Location of proposed work
- Nearby creek/stream (if applicable)
- Driveway/culvert (if applicable)
- Any fill or grading areas
- Access points
- Utility connections or relocations

SECTION 6A — HYDROLOGIC & HYDRAULIC (H&H) STUDY REQUIREMENTS

A Hydrologic & Hydraulic (H&H) analysis may be required for commercial, industrial, or utility-related development when determined necessary by the Floodplain Manager. An H&H study is typically required when:

- The project is located in or near a **floodway**
- The project involves **fill, grading, or encroachment** in the floodplain
- The project may **alter drainage patterns**
- The project includes **culverts, bridges, access roads, or utility crossings**
- The project has the potential to **increase flood heights or redirect flood flows**

If an H&H study is required, it must:

- Be prepared and sealed by a **licensed professional engineer**
- Demonstrate **no rise** in flood elevations unless allowed by ordinance
- Include all modeling files and supporting documentation

- Be submitted prior to permit approval

SECTION 7 — ADJACENT LANDOWNERS

Provide the name and mailing address of all adjacent property owners.

(Use a separate sheet if needed)

Landowners Name	Address

SECTION 8 — PERMIT CONDITIONS & REQUIREMENTS

General Conditions

- All development must comply with the approved site plan and submitted documents.
- Any change to the project must be reported within 48 hours.
- A Stop Work order may be issued if work does not match the approved plan.
- All required state and federal permits must be obtained prior to construction.
- The Floodplain Manager may conduct inspections before, during, and after construction.
- All fill must be properly compacted and documented if required.
- No material may be placed in a floodway without engineering justification.
- No encroachment may increase flood heights unless allowed by ordinance and supported by engineering analysis.

Elevation Requirements

- Structures must be elevated to **BFE + 2 feet (freeboard)**.
- Pre-construction and finished construction Elevation Certificates are required for enclosed structures.
- A Certificate of Occupancy cannot be issued until the finished EC is received.

Utility & Access Requirements

- Utilities must be elevated or floodproofed.
- Access roads must not obstruct drainage or increase flood risk.
- Culverts must be sized appropriately and may require engineering documentation.

Recordkeeping Requirements: This permit, all supporting documents, and all elevation certificates will be retained permanently as part of the official floodplain management record.

SECTION 9 — FINAL SIGNATURE

I certify that I have read and understand the permit conditions listed above and that all information provided is accurate.

Applicant Signature:

Printed Name:

Title:

Date:
