



FOR OFFICE USE ONLY

Permit #: 26 - _____

Project Name/Description: _____

Applicant Name: _____

Fee Paid: _____

**DODDRIDGE COUNTY RESIDENTIAL
FLOODPLAIN DEVELOPMENT
PERMIT APPLICATION**

SECTION 1 — GENERAL INFORMATION & APPLICANT CERTIFICATION

Doddridge County requires a Floodplain Development Permit for **any work** taking place in or near a FEMA-mapped floodplain. This includes new construction, additions, manufactured homes, culverts, driveways, fill, grading, utility work, and other development activities.

Please read the following important information before completing this application:

FEES:

- Occupied Dwelling: \$100.00
- Accessory Structures (garage, barn, storage building, shed): \$50.00
- Bridges / Low-Water Crossings: \$50.00
- Creek Clearing / Cleaning: FREE
- Residential Structure Removal: FREE

General Requirements

- A floodplain permit **must be issued before any work begins**.
- Additional permits (building, septic, DEP, 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.
- If your project changes, you must notify the Floodplain Manager 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 home, or any structure located 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 Compliance cannot be issued until the finished elevation certificate is received.

Applicant Initials: _____

Applicant Certification

I certify that:

- I am authorized to submit this application.
- The information provided is true and complete to the best of my knowledge.
- I understand that all required permits must 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: _____

Date: _____

SECTION 2 — APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: _____

Email: _____

Is the applicant the property owner?

☐ Yes ☐ No

If **No**, provide owner information:

Owner Name: _____

Owner Phone: _____

Owner Email: _____

Property Address / 911 Address: _____

SECTION 3 — PROJECT DETAILS

What type of work are you proposing? (Check all that apply)

- ☐ New home
- ☐ Addition
- ☐ Manufactured home
- ☐ Garage / outbuilding
- ☐ Deck / porch
- ☐ Driveway / culvert
- ☐ Fill / grading
- ☐ Utility work (water, sewer, electric, gas)
- ☐ Repair / replacement
- ☐ Other: _____

Will any work occur near a creek, stream, or drainageway?

- ☐ Yes ☐ No ☐ Not sure

Brief description of the project:

Estimated start date: _____

Estimated completion date: _____

Contractor (optional):

Name: _____

Phone: _____

SECTION 4 — SITE PLAN REQUIREMENTS

Please attach **ONE** of the following:

- A simple hand-drawn sketch showing the house, creek/stream, and proposed work
- A Printed screenshot from the **WV Flood Tool** with the project area marked
- A contractor's drawing or layout

Your site plan must show:

- Location of the existing home or structure
- Location of the proposed work
- Nearby creek/stream (if applicable)
- Driveway/culvert (if applicable)
- Any fill or grading areas