

Clay County Division of Planning and Zoning  
**Application for Development in a Designated Special Flood Hazard Area**



**Applicant and Parcel Information**

Property Owner Name: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_

Property Physical Address: \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_ Owner Email: \_\_\_\_\_

**Contractor Information (if applicable)**

Contractor Name: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Email: \_\_\_\_\_ Contractor License (if applicable): \_\_\_\_\_

**A. Description of Work (complete all)**

1. Proposed Development Description (Please Check all that Apply)  New Building  Manufactured Home  Filling  
 Grading  Improvement to Existing Building  Paving  Dredging  Drilling  
 Mining  Other (Please Describe) \_\_\_\_\_

2. Provide a Short Description of Proposed Development (attach Site Plan)

3. Is the Proposed Development in a Special Flood Hazard Area Zones A, AH or AE  Yes  No  
4. Is the Proposed Development in a Regulatory Floodway?  Yes  No  
5. If Yes to #4, is a No Rise Certification with Supporting Data Attached?  Yes  No

**B. Complete for New Structures, Building Sites, Substantial Improvements**

1. Base Flood Elevation at Site (feet NAVD): \_\_\_\_\_ 2. Required Lowest Floor Elevation (feet NAVD): \_\_\_\_\_ includes basement  
3. Elevation to which all Attendant Utilities, including all Heating and Electrical Equipment will be protected from Flood Damage: \_\_\_\_\_ 4. Is an Elevation Certificate Attached?  Yes  No

**C. Complete for Alterations, Additions, or Improvements for Existing Structures**

1. Base Flood Elevation at Site (feet NAVD): \_\_\_\_\_ 2. Required Lowest Floor Elevation (feet NAVD): \_\_\_\_\_ includes basement  
3. What is the Estimated Assessed Value of the Existing Structure? \_\_\_\_\_ 4. What is the Cost of the Proposed Construction? \_\_\_\_\_  
5. Have any other alterations been completed on the Subject Structure within the last 12 months?  Yes  No

**D. Complete for Non-Residential Flood Proofed Construction**

1. Type of Flood-proofing Method: \_\_\_\_\_ The BFE required Flood-proofing Elevation is (feet NAVD): \_\_\_\_\_  
2. Is the Required Flood-proofing Certification by a Registered Engineer Attached:  Yes  No

**E. Complete for Subdivisions and Planned Unit Developments**

- 1. Will the Subdivision or other Development Contain 6 Lots or 5 Acres?  Yes  No
- 2. If Yes, Does the Plat or Proposal Clearly Identify Base Flood Elevations?  Yes  No
- 3. Are Designated Flood Zones and Regulatory Floodways Delineated on the Site Plan?  Yes  No

**F. Owner Acknowledgement**

The undersigned hereby makes application to develop in a designated specific flood hazard area. The work to be performed is described above and attached hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Clay County Floodplain Ordinance and with all other applicable, local, State, and Federal regulations. The undersigned also agrees to obtain any and all Federal, State, and local permits required. This application does not create liability on the part of Clay County or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF CLAY**

The foregoing affidavit was sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Notary Signature)

**G. Official Use**

Building Permit Number: \_\_\_\_\_ FP Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

- This application is:
- Approved
  - Approved with conditions
  - Denied

Flood Zone(s): \_\_\_\_\_

By: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions:

Additional Comments: