



Development
 Services Center

Date: _____

**SMALL SUBMITTAL
 FLOODPLAIN DEVELOPMENT PROCEDURAL GUIDE CHECKLIST**

This checklist must be completed and included as part of the submittal for a Small Floodplain Development Submittal. Reminder a Large Floodplain Development Submittal requires a Floodplain Development Permit application to be completed and submitted with the associated site plan, preliminary plat, or construction drawing pursuant to the Unified Development Ordinance Section 8.4.

The FLOODPLAIN PERMIT APPLICATION is to be completed by NC REGISTERED ENGINEER / SURVEYOR.

Incomplete submittals will be returned for completion prior to reviewing the submittal and associated Floodplain Development Permit Application. Applications containing less than the specified requirements shall not be reviewed for review unless the applicant has submitted to, and had approved by, the **floodplain administrator or designee** written justification as to why a particular requirement does not pertain to the proposed development. If an item is not applicable to your project, indicate N/A and to provide copy of approved explanation for omitted items in the submittal package, attached directly behind the checklist.

For more information contact:

DSCFloodplain@durhamnc.gov

SECTION I. GENERAL SUBMITTAL REQUIREMENTS

- Electronic Submittal of all materials listed
- Copy of [Floodplain Determination Form](#) (Initialed by Floodplain Administrator or Designee)
- Signed [Floodplain Development Permit Application](#)
- Completed Submittal Checklist
- Application fee \$156.00, PAID (Attach Receipt), N/A
- Narrative of Floodplain

SECTION II. PLAN SUBMITTAL REQUIREMENTS

- Floodplain Impact Plan
- Cover Sheet Notes
- Required Full Plan Set(s):
 - Site Plans, N/A
 - Construction drawings, N/A
 - Building Permit Plans, N/A
 - Final Plat Drawings, N/A
 - Other: _____, N/A

SECTION III. RESUBMITTAL REQUIREMENTS:

- Digital Set of Revised Plans
- Digital Revised calculations/reports
- Digital Redlined Plans from previous submittal
- Digital Redlined calculations/reports