



## Floodplain Development Permit Application

County of Henrico, Virginia

Department of Public Works, Design Engineering Division

P.O. Box 90775, Henrico, VA 23273-0775 | 4305 E. Parham Rd., Henrico, VA 23228

Phone: (804) 501-4393 | Email: [dpw@henrico.us](mailto:dpw@henrico.us) | [www.henrico.us/works/design/](http://www.henrico.us/works/design/)

### Section 1: General Information

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#### A. General Conditions of this Permit

1. No work may begin in a Special Flood Hazard Area (SFHA) or areas adjacent until a floodplain development permit has been issued.
2. The development may not be used or occupied until it has been approved by the Henrico County Floodplain Administrator for compliance with the floodplain regulations.
3. By signing and submitting this application, the Applicant certifies that all statements contained herein, and any additional documents submitted with the application are true and accurate.
4. The permit may be revoked, and a stop work order may be issued if any false information is provided in this application.
5. The permit is invalid if no work has commenced within 180 days of issuance.
6. The permit expires 2 years from date of issuance.
7. Applicant is hereby informed that other permits may be required to fulfill local, state, or federal regulatory requirements.
8. Applicant hereby gives consent to the Henrico County Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.

Items in gray boxes are for Office Use Only and will be completed by DPW staff when reviewing the permit.

#### B. Pre-Application Meeting

A pre-application meeting may be requested with the Floodplain Administrator to discuss the proposed development, ordinance requirements, and the application procedures that will apply to that project. While pre-application meetings are not mandatory, they are recommended for large and/or complicated projects. Discussions or guidance offered by the Floodplain Administrator during a pre-application meeting do not constitute a commitment to approve or deny an application.

Applicants are strongly encouraged to review the [Henrico County Technical Guidance Manual for Floodplain Management](#) to learn more about floodplain development requirements, as well as additional guidance for meeting technical requirements.

#### C. Application Submittal

Applications for Floodplain Development Permits must be submitted through the Department of Public Works. Applications may be submitted in-person or via email. If submitted in person, applications must be dropped off at the Department of Public Works' Reception Desk on the 3<sup>rd</sup> floor of the Henrico County Administration Annex Building, located at 4305 East Parham Road. If submitted via email, applications must be sent to [dpw@henrico.us](mailto:dpw@henrico.us).

Henrico County is transitioning to online permit submittals through [Build Henrico](#). **However, the Floodplain Development Permit is not part of the initial phase, and until it is integrated into the Build Henrico system, applications must be submitted directly to the Department of Public Works for review; any documents submitted through the Build Henrico platform will not be accepted.**

**Section 2: Owner, Applicant, and Property Information**

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**A. Owner of Record:** (if more than one owner, attach additional sheets)

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**B. Applicant Information:**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**C. Property Information:**

Property Address: \_\_\_\_\_  
Parcel Number (GPIN): \_\_\_\_\_ Tax Assessed Value (structure only): \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Section 3: Project Information**

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Project Description (please be specific, attach additional pages if needed):

Project Cost: \_\_\_\_\_

Is the project a substantial improvement/damage?  Yes  No

**A. Structural Development**

Type of Structure: (check all that apply)

- Residential (includes mixed used w/ residential)
- Nonresidential
  - Elevated     Dry Floodproofed<sup>1</sup>
- Manufactured Home
- Accessory Structure
- Agricultural Structure
- Historic Structure
- Temporary Structure

Type of Structural Activity: (check all that apply)

- New Structure
- Addition to Existing Structure<sup>2</sup>
- Alteration to Existing Structure<sup>2</sup>
- Enlargement to Existing Residential Structure (includes decks)<sup>3</sup>
- Relocation<sup>4</sup>
- Demolition
- Replacement<sup>5</sup>

Type of Foundation: (check all that apply)

- Slab on Grade or Raised Slab
- Crawlspace
- Basement (subgrade on all sides)
- Piers, Posts, or Columns
  - Enclosed     Not Enclosed
- Split Level

**Elevation and Enclosure Requirements**     N/A  
 Freeboard Requirement:     1 ft     2 ft     N/A  
 Min. Elevation of Lowest Floor Required: \_\_\_\_\_  
 Flood Openings Required:     Yes     No

**C. Other Development (check all that apply)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Subdivision (new or expansion) | <input type="checkbox"/> Driveway, Road, or Parking Area                                       | <input type="checkbox"/> Stormwater Management Facility <sup>1</sup> |
| <input type="checkbox"/> Recreation Vehicle             | <input type="checkbox"/> Bridge or culvert   | <input type="checkbox"/> Temporary Encroachment                      |
| <input type="checkbox"/> Fence                          | <input type="checkbox"/> Fill <sup>1</sup>   | <input type="checkbox"/> Critical Facility <sup>1</sup>              |
| <input type="checkbox"/> Mining                         | <input type="checkbox"/> Watercourse Alteration (including dredging and channel modifications) | <input type="checkbox"/> Other (please specify):                     |
| <input type="checkbox"/> Excavation                     | <input type="checkbox"/> Storage of materials or equipment                                     |  |
| <input type="checkbox"/> Grading                        |  |  |
| <input type="checkbox"/> Utility Work                   |  |  |

<sup>1</sup>Variance is required if located in the SFHA.  
<sup>2</sup>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.  
<sup>3</sup>An existing residential structure may not be enlarged if any part of the enlarged structure will be in, or within 15 ft of, the SFHA.  
<sup>4</sup>A relocated structure must be treated as new construction. A residential structure may be relocated only if the new location of the structure is entirely outside the SFHA.  
<sup>5</sup>A replacement structure will be treated as new construction.

**D. Floodplain Determination**

Flood Zone(s):     A     AE     Floodway     Shaded X    |     Community SFHA     FEMA SFHA

Project is adjacent to floodplain (within required setbacks, low spot, next to end of study)

Base Flood Elevation (BFE): \_\_\_\_\_ (based on NAVD 88)

Floodplain Map Effective Date: \_\_\_\_\_ FIRM Panel (if applicable): \_\_\_\_\_

**Section 4: Documentation**

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The following documentation is required to complete this application. Check all that are applicable to the proposed development and attach documentation to the application form.

*NOTE: Some of the documents listed below, such as a site plan, may be required for other Henrico County permit applications that may be submitted concurrently with this Floodplain Development Permit Application. One document may be used to satisfy multiple permit application requirements as long as all applicable requirements have been addressed.*

**A. Documentation Required for All Development**

- Site Plan (must clearly identify floodplain boundaries (100-yr and 500-yr), existing development, proposed development, and distance from floodplain to proposed/existing structures)
- Copies of all federal, local, and state permits that may be required
  - Building Permit Number: \_\_\_\_\_ (if Building Permit is required)
- No Rise Certificate with supporting technical data (required only if located within the SFHA)

**B. Additional Documentation Required for Structural Development**

- Construction Documents for Building (must clearly identify elevations for the lowest floor and mechanical equipment and if applicable, the location, size, and height above grade for all flood openings)
- Elevation Certificate (based on drawings)  
*Additional Elevation Certificates (lowest floor construction and finished construction) are required after permit approval and before issuance of Certificate of Occupancy.*
- Dry Floodproofing Certificate (if applicable)
- Itemized Cost Breakdown (for additions/alterations to existing structures only)
- Historic Structure Documentation (if applicable)
- Anchoring Documentation

**C. Additional Documentation That May Be Required for Development**

- Flood-Damage Resistant Material Documentation
- Letter of Map Change Documentation
- Floodplain Variance Approval
- Temporary Structure Removal Documentation
- Storage of Materials and Equipment Elevation, Enclosure, or Removal Documentation
- Property Owner Notification Documentation (for alteration of a watercourse only)

**Section 5: Certification**

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I, the applicant, certify that to the best of my knowledge the information contained in this application is true and accurate. I understand that all development within the floodplain is required to be constructed to meet the requirements of the Henrico County Floodplain Ordinance and the Virginia Uniform Statewide Building Code.

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

**OFFICE USE ONLY**

**Section 6: Permit Review and Determination**

DPW-Floodplain Management

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Application Determined Complete:  Yes  No Date: \_\_\_\_\_ Initials: \_\_\_\_\_

*If no, application returned to applicant for corrections.* Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Resubmitted Application Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Resubmitted Application Determined Complete: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

- Permit Approved.** The information submitted for the proposed project was reviewed and determined to be in compliance with the Henrico County Floodplain Ordinance.
- Permit Approved with Conditions.** The information submitted for the proposed project was reviewed and approved with the following conditions:

- Permit Denied.** The proposed project is not in compliance with the Henrico County Floodplain Ordinance, as outlined below:

Floodplain Administrator or Authorized Designee:

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