NONCONVERSION AGREEMENT
FOR CERTAIN STRUCTURES IN THE FLOODPLAIN

Application has been made for a Permit from the City of _____, _____*[state]*.

Permit # _____
Property Owner _____
Address _____
Deed dated _____, Recorded _____
Tax map _____, block _____, parcel _____
Base Flood Elevation at the site is _____ feet (NGVD).
Map Panel Number _____, effective date _____

In consideration for the granting of a permit for the above structure, the property owner agrees to the following:

1. That the enclosed area below the base flood elevation shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the flood damage prevention ordinance in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the base flood elevation shall be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices shall not be installed below the base flood elevation.
4. The walls of the enclosed areas below the base flood elevation shall be equipped with at least two vents which permit the automatic entry and exit of floodwater with total openings of at least one square inch for every square foot of enclosed area below flood level. The vents shall be on at least two different walls, and the bottoms of the vents shall be no more than one foot above grade.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and Section ____of Ordinance #_____ .
6. That this Nonconversion Agreement becomes part of Permit # _____.

_____
Signature of Property Owner Witness
Date

_____
At a minimum, the following has been recorded on the deed to the above property**:** "This structure has received special permission to be constructed in the Special Flood Hazard Area. The lowest floor shall not be finished or converted to a habitable space unless the enclosed area below the Base Flood Elevation becomes fully compliant with Ordinance #_____ in effect at the time of conversion. At this site, the Base Flood Elevation is ____ feet, National Geodetic Vertical Datum."

_____
Signature, Recorder of Deeds Date

Figure 430-6. Example nonconversion agreement.