



City of Mandeville

NON-CONVERSION AGREEMENT

This form is required to be recorded with the Clerk of Court and a stamped copy returned to the Planning Department prior to the Certificate of Completion / Occupancy being issued.

Application has been made for a Building Permit from the City of Mandeville

The following section is required to be printed or typed:

Permit Number _____

Property Owner's Name _____

Address of Property _____

Legal Description of Property _____

Design Flood Elevation (DFE) at the site is _____ feet (NAVD 88).

Map Panel Number _____, Effective Date _____

WHEREAS, the owner agrees to record this agreement and certifies that the following covenants, conditions, and restrictions are placed on the structure as a condition of granting the Certificate of Occupancy, and affects rights and obligations of the owner and shall be binding on the owner, his heirs, personal representatives, successors, future owners, and assigns UPON THE TERMS AND SUBJECT TO THE CONDITIONS, as follows:

1. ANY enclosed area below the Design Flood Elevation (DFE), within the AE and VE zones, 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. All interior walls, ceilings, and floors below the DFE shall be unfinished or constructed of flood resistant materials. Building support utility systems shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. Mechanical, electrical and plumbing devices that services the building SHALL not be installed below the DFE. In the VE zones, utilities shall NOT be attached to or pass-through BREAK AWAY WALLS.
2. The walls of ANY enclosed area below the DFE, within the AE zone, shall be equipped and remain equipped with at least two FLOOD OPENINGS (vents) as per the Flood Damage Prevention Ordinance which permit the automatic entry and exit of floodwater with total openings of at least one square inch for every square foot. The FLOOD OPENINGS (vents) shall be on at least two different walls and the bottoms of the openings shall be no more than one foot above grade. The openings in the walls of the enclosed area below the lowest floor SHALL not be blocked obstructed or otherwise altered to reduce the size of the opening or restrict the automatic entry or exit of flood water. In the VE zone, ANY enclosed area below the DFE shall be equipped and remain equipped with non-supporting BREAK AWAY WALLS, open lattice, or insect screening also, any BREAK AWAY enclosure is to be designed to fail under Base Flood conditions without jeopardizing the elevated structure. Use of FILL for structural support is PROHIBITED in the VE zone.
3. By issuing the permit and/or certificate of occupancy the City of Mandeville is enforcing the Flood Damage Prevention Ordinance and may take any appropriate legal action to correct ANY violation. Any variation in construction beyond what is permitted shall constitute a violation of this agreement which may render the structure UNINSURABLE or increase the cost for Flood Insurance.
4. Pursuant to CLURO Sec. 8.3.5.2.(3).d an authorized representative of the City will have the right to inspect the enclosed area.

5. **This agreement SHALL be recorded with the Deed to the above property so that the subsequent owners are made aware of these restrictions**
6. **That this Non-Conversion Agreement becomes part of Permit # _____.**

Signature of Property Owner

Date

Print Name

Signature of Property Owner

Date

Print Name

Witness

Date

Print Name

Witness

Date

Print Name

THUS, SWORN TO AND SUSCRIBED, BEFORE ME, NOTARY, THIS _____ DAY OF _____, 20____

NOTARY

Clerk of Court Stamp: