



www.polk-county.net/building

**Non Conversion Agreement
For Certain Structures
In The Floodplain**

Office of Planning and Development
Building Division
330 W. Church St.
P.O. Box 9005, Drawer GM02
Bartow, FL 33831-9005
(863)534-6080

Application has been made for a Permit from Polk County, FL

Permit # _____

Property Owner: _____

Address: _____

Parcel: _____

Base Flood Elevation at the site is _____ feet (NGVD/NAVD). (Circle the correct Datum)

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. That 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 the Land Development Code.

6. That this Non-Conversion Agreement becomes part of Permit # _____

Print Name: _____

Signed: _____

SWORN TO and subscribed before me this _____ day of _____, 20_____.

() IS () IS NOT personally know to me. Identified By: _____

NOTARY PUBLIC
State of Florida, County of Polk

My Commission Expires

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 the Land Development Code in effect at the time of conversion.”

Signature, Recorder of Deeds

Date