



*Town of Mashpee*

16 Great Neck Road North  
Mashpee, Massachusetts 02649

### Non-Conversion Agreement

This Agreement shall be completed for the following structures in the Special Flood Hazard Area:

1. Structures with crawl/underfoot spaces more than 5 ft. in height
2. Detached accessory structures that do not meet floodplain elevation requirements

Permit # \_\_\_\_\_

*For Office Use Only*

AE Zone *Lowest Finished Floor* Elevation \_\_\_\_\_ feet (NGVD/NAVD) N/A ☐

V Zone *Lowest Horizontal Structure* Elevation \_\_\_\_\_ feet (NGVD/NAVD) N/A ☐

Property Address \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_

Required *Design Flood Elevation* for structures that meet floodplain elevation requirements:

AE Zone: Base Flood Elevation \_\_\_\_\_ feet plus 1 foot (NGVD/NAVD)

VE Zone: Base Flood Elevation \_\_\_\_\_ feet plus 2 feet (NGVD/NAVD)

As-Built Elevations:

### Original Property Deed Information:

(Can be obtained from the Barnstable Registry of Deeds or online at <https://www.barnstabledeeds.org/>)

Certificate Number (if registered land) \_\_\_\_\_

Book \_\_\_\_\_ Page \_\_\_\_\_

Whereas, the permitted building has the lowest finished floor/lowest horizontal structure elevated above the design flood elevation and the design and construction of the building meets current building code, and

Whereas, as a condition of a Certificate of Occupancy, the owner must agree to not alter the building at a later date so as to violate the building code,

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That if any enclosed area below the lowest finished floor/lowest horizontal structure 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 building code.

2. That all interior walls, ceilings, and floors below the design flood elevation shall be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices that service the building shall not be installed below the design flood elevation.
4. That the openings in the walls of the enclosed area below the lowest finished floor/lowest horizontal structure shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of floodwater.
5. That this agreement shall be recorded with the deed to the above property so that subsequent owners are made aware of these restrictions (original signature(s) required).
6. That a copy of the recorded agreement shall be submitted to the Town of Mashpee Building Department prior to Certificate of Occupancy issuance.
7. That any illegal conversion of an enclosure below the lowest finished floor/lowest horizontal structure beyond what is permitted shall constitute a violation of this agreement.

**Signatures**

\_\_\_\_\_  
Signature of Property Owner                      Printed Name

**Notary**

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_ personally appeared before me, and proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document in my presence.

\_\_\_\_\_  
Signature of Notary                      Printed Name

My Commission Expires \_\_\_\_\_