

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION
CITY OF LA VERNIA



**** All construction also requires a building permit ****

This is an application packet for a Floodplain Development Permit. Certain sections are to be completed by the Applicant, and other sections are to be completed by the local Floodplain Administrator (FPA).

The National Flood Insurance Program (NFIP) provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal monies available to local communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal monies, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the minimum standards are met.

In a participating NFIP community, flood insurance policies can be purchased from any local insurance agent at the national rate. Even though the policy may be issued as if it were coming from the insurance company you deal with, it is actually a Federal NFIP policy printed on the insurance agency's letterhead. The rates are determined by the flood risk zone in which you live and by the elevation of the lowest floor of your home, not by the insurance company, and should be the same regardless of which agent or agency sells you the insurance.

You may buy flood insurance for your own peace of mind, you may be required to buy it before a lending institution will make or refinance a loan, or you may not be buying flood insurance at all. Property owners who experience damages from a flood and do not carry flood insurance, will **not** receive federal disaster assistance monies, but may be eligible for low interest loans from the federal government. Whatever the case, if the property you propose to develop is located within a "Special Flood Hazard Area" on a flood map issued by the Federal Emergency Management Agency (FEMA), you **MUST** obtain a Floodplain Development Permit prior to beginning the project. This is a requirement of the local Flood Damage Prevention Ordinance, and there are penalties for failing to do so.

Floodplain Development Permits are **ONLY** required for developments in areas designated as "Special Flood Hazard Areas" of FEMA-issued flood maps. Flood maps can be reviewed at city hall, online at the FEMA website (<https://msc.fema.gov/>) or the San Antonio River Authority website (www.sarafloodfacts.org).

If you are proposing a development of any kind, (constructing a new building, adding on to an existing building, clearing land, placing fill, grading land, mining, dredging, drilling, etc...) in a floodplain, you **MUST** submit an application for a Floodplain Development Permit to the Administrative Official. Depending upon the type of development you are proposing, additional forms *may* be required. For example, all new buildings in a Special Flood Hazard Area require an Elevation Certificate to document that the lowest floor of the building is elevated to a certain height relative to the anticipated flood crest of the "base flood" event. The Elevation Certificate and other forms are provided on-line at the city website (www.lavernia-tx.gov), but should only be completed if they are required for the proposed development.

Typically, the Applicant completes the first page of the Floodplain Development Permit and submits the information to the city FPA. The FPA reviews the submission and determines whether or not additional information is needed. If it is, the FPA will request the additional information from the Applicant. Once all the required materials have been submitted, the FPA will make a permitting decision and either issue or deny the requested Floodplain Development Permit. (Denied permits may be appealed per the provisions of the Flood Damage Prevention Ordinance.)

The Applicant should understand that a Floodplain Development Permit is only a permit to complete the proposed development. It is **not** a permit to, for example, build a house, construct a baseball field, install a drainage ditch or septic system, spread fill or grade a parcel of land. Before any construction or development, a building permit must be obtained from the city. The FPA will perform periodic inspections during and post construction to ensure the development is compliant with the requirements of the Flood Damage Prevention Ordinance. Once the Compliance Certificate has been issued the process is completed.

Floodplain Development Permit Stormwater Management Development Categories



In an effort to facilitate development while applying drainage rules, a tier system is established requiring different submittals and different development actions depending on the probable impact on the drainage basin. The tier system limits the impact of development on downstream properties by requiring project owners to identify their project's affect and to mitigate that affect so that no harm occurs. All projects, regardless of size must analyze its relative impact and using best management practices, employ a design that results in no impact. The city recognizes the economic impact that such an analysis can have on small projects and through the tier system attempts to lessen the cost of compliance by limiting the scope of analysis.

Type 1 Development

A Type 1 Development is any development or redevelopment that meets the following criteria:

- (1) disturbs less than 1 acre of land; or
- (2) creates less than 1,000 square feet of additional impervious cover; or
- (3) creates additions to a residential single-family or duplex structure.

Type 1 development has the least compliance requirements including a site drawing for the proposed development, review of applicable Best Management Practice's (BMP's) and temporary erosion control techniques. The Applicant may be required to provide future easements to accommodate other developments that may occur in the future. No drainage report is needed and it is not necessary to obtain professional services. City staff will conduct the review and provide approvals if all standards are met.

Type 2 Development

A Type 2 Development is any development or redevelopment that meets the following criteria:

- (1) agricultural projects (not including feedlots); or
- (2) single family or duplex residential projects that are not in a major subdivision with a prior drainage study and have more than 1,000 square feet of additional impervious cover; or
- (3) non-residential developments that have less than 7,500 square foot of additional impervious cover.

Type 2 submittal requirements are:

Location and contact information;

- (1) A scaled site drawing or sketch for the proposed disturbance drawn at a scale 1" = 50' or less on 11" X 17" paper. The drawing must show existing drainage-ways, flow directions, floodplain boundaries, proposed grading and development, and proposed drainage and erosion control facilities with a copy of the survey plat showing the lot layout, streets, and all easements
- (2) A review of applicable BMP's and temporary erosion control techniques;
- (3) An agreement letter specifying BMP's to be included in the project.

The project owner must agree to increase the size of existing onsite and offsite drainage structure(s) if the City is aware that these structures are currently undersized. Also, the project owner must also provide all required drainage easements. As with Type 1 development, no drainage report is required for Type 2 developments. Therefore, a professional engineer is not needed to assure compliance. City staff will conduct the review and provide approvals if all standards are met.

Type 3 Development

A Type 3 Development is any development or redevelopment that meets the following criteria:

- (1) non-residential development with more than 7,500 square feet of additional impervious cover; or
- (2) residential subdivision with other than single family and duplex units; or
- (3) major subdivisions (three or more lots); or
- (4) disturbs more than one acre of land; or
- (5) development within a FEMA designated flood hazard area or adjacent to a major watercourse, or
- (6) agricultural feedlots.

Type 3 developments include the most complex developments, so compliance requirements are the most rigorous. Submittals for a Type 3 Development include location and contact information, a Drainage Report (hydrology and possible hydraulics), and Erosion Control Plan, and an agreement letter specifying the type of BMP's to be employed in the project.

Storm water run-off mitigation through detention, retention, or some other technique must be designed by a professional engineer to reduce the post-development discharge rate to below that of pre-development for the 10-year and 100-year design storms.

Type 3 developments require the services of a professional engineer to create the reports, design the facilities, oversee and certify the adequacy of construction so that the City may be assured that the design and as-builts meet all regulatory requirements.

NOTES:

Nothing in this application process shall be considered to negate or supersede any provisions of the flood damage prevention regulations in chapter 6 building regulations. In the event of a conflict between a specific provision of this application process and a provision of the building regulations in chapter 6, the building regulations shall control in all instances.

Stormwater retention and/or detention facilities must reduce peak flows from the 10-year, 24-hour storm and the 100 year, 24–hour storm, such that these peak flows are no greater than under pre-development conditions.

The method(s) of retention or detention shall be appropriate to the type of development, topography, and amount of control needed. Suggested measures include the following:

- Basins or swales – single or multiple;
- Check dams in gullies to slow runoff and trap sediment;
- Leach fields, infiltration chambers, dry wells, rain barrels, French drains;
- Granular fill under permeable paving blocks;
- Contour terracing, improved vegetation cover;
- Low impact development methods including but not limited to bioswales, vegetative filter strips, bioretention.

INSTRUCTIONS FOR COMPLETION OF FLOODPLAIN DEVELOPMENT PERMIT

- | | |
|---------------|---|
| STEP 1 | <i>Front Page of Floodplain Development Permit General Information</i> – To be completed by the applicant. Additional owner(s) information/signature to be completed for additional owners. |
| STEP 2 | <i>Special Provisions</i> – Details the required documents and certifications to ensure compliance with FEMA and city flood damage prevention regulations. |
| STEP 3 | <i>Forms</i> – Possible forms include Elevation Certificate, Floodproofing Certificate and No Rise Certificate. |
| STEP 4 | <i>Permit Determination</i> - If the permit is not approved, the FPA will provide an explanation. |
| STEP 5 | <i>Certificate of Compliance</i> – Granted by the FPA if all regulatory compliance is met. |

Date _____
Fee _____
Receipt _____
Building Permit _____

**CITY OF LA VERNIA
FLOODPLAIN DEVELOPMENT PERMIT**



July 2013

Property Address _____ Property ID No. _____

Property Owner _____ Owner's Telephone No. _____

Attach additional sheets for multiple owners

Owner's Mailing Address _____ City _____ State _____ Zip _____

Owner's Email _____

Contractor _____ Contractor's Telephone No. _____

Contractor Contact _____ Contact's Telephone No. _____

Contractor's Email _____ Contact's Email _____

General Information

- No work of any kind may begin in a floodplain area designated as A, A1-30, AE, AO, AH, or B until a floodplain development permit is issued.
- The permit may be revoked if any false statements are made in this application.
- If revoked, all work must cease until a permit is re-issued.
- The development may not be used or occupied until a Certificate of Compliance is issued.
- The permit will expire if no work is commenced within one year of the date of issue.
- The permit will not be issued until any other necessary local, state or federal permits have been obtained.
- By signing and submitting this application, the Applicant(s) gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a Certificate of Compliance.
- By signing and submitting this application, the Applicant certifies that all statements contained in the application and in any additional attachments submitted by the Applicant are true and accurate.

Property Information

If located within a subdivision:

Name of subdivision _____ Unit No. _____

Block No. _____ Lot No. _____

If not located within a subdivision:

Name & No. of Survey/Abstract _____ Acreage _____

New Construction **OR** Substantially Damaged and/or Substantial Improvements

Appraised Value of Structure _____ Estimated Damage or Improvements _____

See La Vernia Code of Ordinances Chapter 6-401 for definitions of Substantially Damage, Substantial Improvement.

100 Year Floodplain Floodway Special Flood Hazard Area Zone _____

If located in a floodway, a NO RISE CERTIFICATE is necessary before proceeding.

Base Flood Elevation (BFE) in this area _____ feet mean above sea level (North American Vertical Datum [NAVD] of 1988)

Digital Flood Insurance Rate Map (DFIRM) – Community Number 481050 Panel 0150 or 0175 Year _____

Permit Information

The above named applicant applied for a building permit on _____. The application has been reviewed by the Administrative Official and it has been determined that the proposed development is located within a special flood hazard area as defined by the City Codes. **This permit expires one year from the day this permit is issued.** If the conditions of this permit are not met before the permit expires, the property owner must apply for an extension to the permit. A permit extension to the one year limitation may be considered. See La Vernia Code of Ordinances Chapter 38-111 regarding building permits and extensions.

To be completed by staff:

The Administrative Official has reviewed the plans and specifications of the proposed development for conformance with the City Codes. You are hereby authorized to proceed with the following described work:

_____ All other Local, State and Federal Permits have been secured or will be secured prior to beginning the work authorized by this permit.

_____ No Special Provisions (the above stated improvements may be constructed without further documentation).

Special Provisions

To maintain compliance with FEMA standards and to minimize flood damage potential to the proposed development, you are hereby directed to construct your improvements in accordance with the following special provisions noted below:

Flood Damage Mitigation Requirements

- 1 _____ The lowest finished floor (including the basement), electrical services, electrical pumps, air conditioning units and any other electrical devices must be elevated one foot above _____ feet mean above sea level (NAVD 1988).
- 2 _____ Provide an "Elevation Certification" prepared by a Texas Licensed Professional Land Surveyor or a Texas Licensed Professional Engineer. The current FEMA "Elevation Certificate Form" may be found on the City of La Vernia website under "FORMS" www.lavernia-tx.gov.
- 3 _____ Licensed Professional engineer certifies that the electrical services, electrical pumps, air conditioning units and any other electrical devices have been elevated above the base flood elevation for this property.
- 4 _____ Provide a statement (letter), signed and sealed by a Texas Licensed Professional Engineer that all public utilities and facilities, such as sewer, gas, electrical, and water systems are designed, located and constructed to minimize or eliminate flood damage, and adequate drainage is provided to reduce exposure to flood hazards.

Foundation Design Requirements

- Pier and Beam Construction - Slab on Grad Construction with fill placement greater than one foot

5 _____ Provide a statement (letter), signed and sealed by a Texas Licensed Professional Engineer that the foundation design of the structure and completed construction will resist collapse, flotation and lateral movement during the 1% chance (100 yr) flood. The Engineer must attach a copy of his/her calculations and a list of assumptions to the statement.

- Slab on Grade Construction - Portable Storage Building

With estimated flooding of one foot or less with fill placement one foot or less

6 _____ Provide a statement (letter), signed and sealed by a Texas Licensed Professional Engineer that the foundation design of the structure and completed construction will resist collapse, flotation and lateral movement during the 1% chance (100 yr) flood. The Engineer must attach a copy of his/her calculations and a list of assumptions to the statement.

Manufactured Housing Installation

7 _____ Provide a statement (letter), signed and sealed by a Texas Licensed Professional Engineer that the foundation design of the structure and completed construction will resist collapse, flotation and lateral movement during the 1% chance (100 yr) flood. The Engineer must attach a copy of his/her calculations and a list of assumptions to the statement.

Activities including Dredging, Filling, Mining, and Excavation

- 8 _____ Survey of property showing existing topographic elevations from a Texas Licensed Professional Land Surveyor or Texas Licensed Professional Engineer.
- 9 _____ Provide a proposed fill/excavation plan including proposed final topographic elevations.
- 10 _____ Provide a topographic elevation survey certified (signed and sealed) by a Texas Licensed Professional Land Surveyor or Texas Licensed Professional Engineer that the fill was placed in accordance with the approved plan.

CITY OF LA VERNIA - FLOODPLAIN DEVELOPMENT PERMIT

Non-residential Floodproofing

11 Non-residential structures (businesses and storage buildings) may be repaired, reconstructed or constructed using floodproofing construction methods. A Texas Licensed Professional Engineer must complete a "Floodproofing Certification" certifying that the floodproofing methods used will protect the structure up to or above the base flood elevation. The Texas Licensed Professional Engineer must attach a copy of his/her calculations and/or a list of assumptions to the certification. The current FEMA form "Technical Bulletin 3-93, Non-Residential Floodproofing - Requirements and Certification" available www.lavernia-tx.gov .

Placement of a Recreational Vehicle (RV or Travel Trailer) or Construction site office/building (commonly referred to as "job shack")

12 Placement of a recreational vehicle (RV) or construction site building is allowed for no longer than 180 days from the issuance of the permit. The vehicle must be licensed and ready for highway use or meet the requirements of items 1,2,3, and 7 of this permit form. The vehicle is ready for highway use if it is on its wheels or jacking system; is attached to the site only by quick disconnect type utilities and security devices; and has no permanently attached additions. The applicant must apply for a new permit prior to the expiration of the 180 days.

As-Built Drawings

13 Provide a copy of the final plans or as-built drawings to the City Administrative Official.

Floodway Improvement Requirements: New Structures or Additions to Structures or Fill Placement

14 Provide a statement (letter), signed and sealed by a Texas Licensed Professional Engineer that the structure and or fill placed in the floodway will not result in any increase in flood levels within the community during times of flooding. The Texas Licensed Professional Engineer must attach a copy of his/her calculations and /or a list of assumptions to the certification.

The above requirements are based on the information provided by the applicant for the proposed improvements in the FEMA designated Floodplain. It is the responsibility of the applicant to apply for a new permit(s) if the proposed improvements are modified. When all the above provisions have been completed and accepted by the Floodplain Administrator or his agent, authorization will be forwarded to the Administrative Official to issue other permits to complete the repair or construction of the structure.

Acknowledgement of Special Provisions

Owner or Agent authorized by the Owner

Date

Signature or Floodplain Administrator

Date

Original - Administrative Office

Copy - Owner/Authorized Agent of the Owner

Office Use Only Below this Line

Received by _____

Date _____

Receipt No _____

Cash

Credit Card

Check No _____

BFE Certificate Received _____

Date _____

Inspections _____

Date _____

Inspections _____

Date _____

Inspections _____

Date _____

No Rise Certificate Received _____

Date _____

CITY OF LA VERNIA FLOODPLAIN DEVELOPMENT PERMIT



ADDITIONAL PROPERTY OWNER(S) AND PROJECT INFORMATION

1. No work of any kind may begin in a floodplain area designated as A, AE, AH, AO, AR, or A99 until a floodplain development permit is issued.
2. The permit may be revoked if any false statements are made in this application.
3. If revoked, all work must cease until a permit is re-issued.
4. The development may not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within 6 months of the date of issue.
6. The permit will not be issued until any necessary local, state, or federal permits have been obtained.
7. *By signing and submitting this application, the Applicant gives consent to the local Floodplain Administrator or his/her representative to make reasonable inspections prior to the issuance of a Certificate of Compliance.*
8. *By signing and submitting this application, the Applicant certifies that all statements contained in Page 1 of the application, and in any additional attachments submitted by the Applicant, are true and accurate.*
9. *This permit application will not be accepted without the signature of all property owners. The signature is an acknowledgement and consent to this floodplain development permit application.*

PROPERTY INFORMATION

Property Address _____ Property ID No. _____

ADDITIONAL OWNER(S) INFORMATION

Property Owner _____ Owner's Telephone No. _____

Owner's Mailing Address _____

City _____ State _____ Zip _____

Owner's Email _____

Signature of Owner

Property Owner _____ Owner's Telephone No. _____

Owner's Mailing Address _____

City _____ State _____ Zip _____

Owner's Email _____

Signature of Owner

Property Owner _____ Owner's Telephone No. _____

Owner's Mailing Address _____

City _____ State _____ Zip _____

Owner's Email _____

Signature of Owner

OFFICE USE ONLY

Date Received: _____

Permit Number: _____

**CITY OF LA VERNIA FLOODPLAIN DEVELOPMENT PERMIT
PERMIT DETERMINATION**



To Be completed by the Floodplain Administrator

PROPERTY INFORMATION

Property Address _____ Property ID No. _____

I have determined that the proposed development

- IS
- IS NOT (non-conformances to be described in a separate document)

in conformance with local Code of Ordinance Flood Damage Prevention Ordinance Number _____, adopted _____.

The Floodplain Development Permit

- IS
- IS NOT (non-conformances to be described in a separate document)

issued, subject to any conditions attached to and made part of this permit.

Floodplain Administrator

Date

The applicant is reminded that this document is a development permit only. An inspection must be performed and if required, engineer certifications must be submitted and approved, before the FPA will issue a Compliance Certificate. A Compliance Certificate must be issued before the development can be occupied or used.



**CERTIFICATE OF COMPLIANCE
CITY OF LA VERNIA FLOODPLAIN DEVELOPMENT PERMIT**

PROPERTY INFORMATION

Property Address _____ Property ID No. _____

“AS-BUILT” ELEVATION” *(to be completed by the applicant after construction)*

The following information must be provided for structures that are part of this application. This section must be completed by a Professional Land Surveyor or a Professional Engineer (or attach a certification to this application).

(1) The Actual (“As-Built”) elevation of the top of the lowest floor, including the basement, is _____ Feet above NAVD 1988 (vertical datum: _____).

(2) The Actual (“As-Built”) elevation of floodproofing protection is _____ Feet above NAVD 1988 (vertical datum: _____).

COMPLIANCE ACTION *(to be completed by the Local Floodplain Administrator)*

The Floodplain Administrator will complete this section as applicable based on inspection of the development to ensure compliance with the community's local flood damage prevention ordinance.

Inspections:

Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date: _____	By: _____	Deficiencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CERTIFICATE OF COMPLIANCE ISSUED.

Signature of FPA

Date

This Certificate of Compliance indicates that structures may now be occupied and non-structural developments may be utilized.

ELEVATION CERTIFICATE

IMPORTANT: Follow the instructions on pages 1-9.

OMB No. 1660-0008
 Expiration Date: July 31, 2015

SECTION A – PROPERTY INFORMATION		FOR INSURANCE COMPANY USE
A1. Building Owner's Name		Policy Number:
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		Company NAIC Number:
City	State	ZIP Code
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) _____		
A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983		
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.		
A7. Building Diagram Number _____		
A8. For a building with a crawlspace or enclosure(s):		A9. For a building with an attached garage:
a) Square footage of crawlspace or enclosure(s) _____ sq ft		a) Square footage of attached garage _____ sq ft
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____		b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____
c) Total net area of flood openings in A8.b _____ sq in		c) Total net area of flood openings in A9.b _____ sq in
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No		d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number			B2. County Name		B3. State
B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/ Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: _____ / _____ / _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)	
C1. Building elevations are based on: <input type="checkbox"/> Construction Drawings* <input type="checkbox"/> Building Under Construction* <input type="checkbox"/> Finished Construction *A new Elevation Certificate will be required when construction of the building is complete.	
C2. Elevations – Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters. Benchmark Utilized: _____ Vertical Datum: _____ Indicate elevation datum used for the elevations in items a) through h) below. <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____ Datum used for building elevations must be the same as that used for the BFE.	
a) Top of bottom floor (including basement, crawlspace, or enclosure floor) _____	Check the measurement used. <input type="checkbox"/> feet <input type="checkbox"/> meters
b) Top of the next higher floor _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
d) Attached garage (top of slab) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
f) Lowest adjacent (finished) grade next to building (LAG) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
g) Highest adjacent (finished) grade next to building (HAG) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support _____	<input type="checkbox"/> feet <input type="checkbox"/> meters

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION				
This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.				
<input type="checkbox"/> Check here if comments are provided on back of form.		Were latitude and longitude in Section A provided by a licensed land surveyor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Check here if attachments.				
Certifier's Name	License Number		PLACE SEAL HERE	
Title	Company Name			
Address	City	State		ZIP Code
Signature	Date	Telephone		

ELEVATION CERTIFICATE, page 2

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number:

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments

Signature _____ Date _____

SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).

a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ . _____ feet meters above or below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ . _____ feet meters above or below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 8–9 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ . _____ feet meters above or below the HAG.

E3. Attached garage (top of slab) is _____ . _____ feet meters above or below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is _____ . _____ feet meters above or below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name _____

Address _____ City _____ State _____ ZIP Code _____

Signature _____ Date _____ Telephone _____

Comments _____

Check here if attachments.

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

G1. The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)

G2. A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

G3. The following information (Items G4–G10) is provided for community floodplain management purposes.

G4. Permit Number _____	G5. Date Permit Issued _____	G6. Date Certificate Of Compliance/Occupancy issued _____
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G7. This permit has been issued for: New Construction Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: _____ . _____ feet meters Datum _____

G9. BFE or (in Zone AO) depth of flooding at the building site: _____ . _____ feet meters Datum _____

G10. Community's design flood elevation: _____ . _____ feet meters Datum _____

Local Official's Name _____ Title _____

Community Name _____ Telephone _____

Signature _____ Date _____

Comments _____

Check here if attachments.

BUILDING PHOTOGRAPHS

See Instructions for Item A6.

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number:

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or PO. Route and Box No.			Policy Number:
City	State	ZIP Code	Company NAIC Number:

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM

FLOODPROOFING CERTIFICATE

FOR NON-RESIDENTIAL STRUCTURES

The floodproofing of non-residential buildings may be permitted as an alternative to elevating to or above the Base Flood Elevation; however, a floodproofing design certification is required. This form is to be used for that certification. Floodproofing of a residential building does not alter a community's floodplain management elevation requirements or affect the insurance rating unless the community has been issued an exception by FEMA to allow floodproofed residential basements. The permitting of a floodproofed residential basement requires a separate certification specifying that the design complies with the local floodplain management ordinance.

BUILDING OWNER'S NAME	FOR INSURANCE COMPANY USE
	POLICY NUMBER
STREET ADDRESS (Including Apt., Unit, Suite and/or Bldg number) OR P.O. ROUTE AND BOX NUMBER	COMPANY NAIC NUMBER
OTHER DESCRIPTION (lot and Block Numbers, etc)	
CITY	STATE
	ZIP CODE

SECTION I – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Provide the following from the proper FIRM:

COMMUNITY NUMBER	PANEL NUMBER	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE	BASE FLOOD ELEVATION (In AO Zones, Use Depth)
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SECTION II – FLOODPROOFING INFORMATION (By a Registered Professional Engineer or Architect)

Floodproofing Design Elevation Information:

Building is floodproofed to an elevation of _____ Feet NGVD. (Elevation datum used must be the same as that on the FIRM)

Height of floodproofing on the building above the lowest adjacent grade is _____ feet.

(NOTE: for insurance rating purposes, the building's floodproofed design elevation must be at least one foot above the Base Flood Elevation to receive rating credit. If the building is floodproofed only to the Base Flood Elevation, then the building's insurance rating will result in a higher premium.)

SECTION III – CERTIFICATION (By a Registered Professional Engineer or Architect)

Non-Residential Floodproofed Construction Certification:

I certify that, based upon development and/or review of structural design, specifications, and plans for construction, the design and methods of construction are in accordance with accepted standards of practice for meeting the following provisions:

The structure, together with attendant utilities and sanitary facilities, is watertight to the floodproofed design elevation indicated above, with walls that are substantially impermeable to the passage of water.

All structural components are capable of resisting hydrostatic and hydrodynamic flood forces, including the effects of buoyancy, and anticipated debris impact forces.

I certify that the information on this certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

CERTIFYER'S NAME	LICENSE NUMBER (or Affix Seal)		
TITLE	COMPANY NAME		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE	DATE	PHONE	

Copies should be made of this Certificate for : 1) community official, 2) Insurance agent/company, and 3) building owner.