

[Community letterhead]

Memo of Review for Correctness and Completion

The attached FEMA Elevation Certificate has been reviewed by this office.
The items noted below are not correct on the attached form and should read as entered on this page.

- Building Address must be entered
- You must clearly show what corrections are made
- Name, Title, Signature and date must be on form.

SECTION A – PROPERTY INFORMATION

- A1. Building Owner's Name: _____
- A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

- City: _____ State: _____ ZIP Code: _____
- A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number:

- A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): _____
- A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: ☐ NAD 1927 ☐ NAD 1983 ☐ WGS 84
- A6. Attach at least two and when possible four clear photographs (one for each side) of the building (see Form pages 7 and 8).
- A7. Building Diagram Number: _____
- A8. For a building with a crawlspace or enclosure(s):
- a) Square footage of crawlspace or enclosure(s): _____ sq. ft.
 - b) Is there at least one permanent flood opening on two different sides of each enclosed area? ☐ Yes ☐ No ☐ N/A
 - c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade:
Non-engineered flood openings: _____ Engineered flood openings: _____
 - d) Total net open area of non-engineered flood openings in A8.c: _____ sq. in.
 - e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): _____ sq. ft.
 - f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): _____ sq. ft.
- A9. For a building with an attached garage:
- a) Square footage of attached garage: _____ sq. ft.
 - b) Is there at least one permanent flood opening on two different sides of the attached garage? ☐ Yes ☐ No ☐ N/A
 - c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade:
Non-engineered flood openings: _____ Engineered flood openings: _____
 - d) Total net open area of non-engineered flood openings in A9.c: _____ sq. in.
 - e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): _____ sq. ft.
 - f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): _____ sq. ft.

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1.a. NFIP Community Name: _____ B1.b. NFIP Community Identification Number: _____

B2. County Name: _____ B3. State: _____ B4. Map/Panel No.: _____ B5. Suffix: _____

B6. FIRM Index Date: _____ B7. FIRM Panel Effective/Revised Date: _____

B8. Flood Zone(s): _____ B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): _____

B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9:
☐ FIS ☐ FIRM ☐ Community Determined ☐ Other: _____

B11. Indicate elevation datum used for BFE in Item B9: ☐ NGVD 1929 ☐ NAVD 1988 ☐ Other/Source: _____

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? ☐ Yes ☐ No
Designation Date: _____ ☐ CBRS ☐ OPA

B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? ☐ Yes ☐ No

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction
*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1-A30, AE, AH, AO, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO, A99.

f) Lowest Adjacent Grade (LAG) next to building: ☐ Natural ☐ Finished

g) Highest Adjacent Grade (HAG) next to building: ☐ Natural ☐ Finished

SECTION G – COMMUNITY INFORMATION (RECOMMENDED FOR COMMUNITY OFFICIAL COMPLETION)

G8. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement

G11. Variance Issued? ☐ Yes ☐ No If yes, attach documentation and describe in the Comments area.

ADDITIONAL INFORMATION

Additional or corrected information from Sections C, D, G and H that are allowed by the local official can be included in the Comments below. Be sure all corrections are adequately explained. Additional or corrected elevations in Section C are not to be included on this form.

Local Official's Name	Title
Community Name	Telephone
Signature	Date
Comments	