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**DOCUMENTATION CHECKLIST FOR FLOOD VARIANCE REQUEST FORM**

Applicant: \_\_\_\_\_ Case No. \_\_\_\_\_

Property Address: \_\_\_\_\_

The information listed below is **required** to process your request for a variance from the Hillsborough County Land Development Code, Flood Damage Control Regulations. Failure to submit the required documents may delay processing your request.

\_\_\_\_\_ 1. Flood Damage Control Regulation Variance Request, General Information:  
Structure Type (Residential, Commercial, Industrial): \_\_\_\_\_  
Request to Correct a Violation: \_\_\_ Y \_\_\_ N  
Permits Required to Correct Violation: \_\_\_ Y \_\_\_ N  
All Necessary Permits Obtained: \_\_\_ Y \_\_\_ N  
Request Made Prior to Construction, No Violation: \_\_\_ Y \_\_\_ N

\_\_\_\_\_ 2. Explanation of hardship is attached.

\_\_\_\_\_ 3. Date structure was built and any subsequent additions or renovations:  
Year Structure Built: \_\_\_\_\_  
Subsequent Renovations or Additions: \_\_\_\_\_

\_\_\_\_\_ 4. Substantial Improvement Calculation. *Construction value is to be estimated by using International Code Council evaluation data (or the substantial damage improvement or reconstruction/improvement forms) unless otherwise authorized by the Building Official or Flood Damage Control Administrator.*

**Basic rule: If the cost of improvements or the cost to repair the damage exceeds 50 percent of the market value of the building, it must be brought up to current floodplain management standards.**

*Definition: "Substantial improvement" means any reconstruction, rehabilitation, addition or other improvement to a structure, the total cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement (44 CFR 59.1).*

**Considerations:**

All building improvement projects worthy of a permit must be considered.

These include:

- ◆ Remodeling projects. ◆ Rehabilitation projects. ◆ Building additions.
- ◆ Repair and reconstruction projects (details associated with substantial improvement calculations are addressed in more detail in a FEMA document located at <http://www.fema.gov/NFIP/nfipsg.htm>, unit8).

Project cost: The cost of the project means all structural costs, including

- ◆ all materials ◆ labor ◆ built-in appliances ◆ overhead ◆ profit
- ◆ repairs made to damaged parts of the building worked on at the same time

DOCUMENT CHECKLIST FOR FLOOD VARIANCE REQUEST (CONTINUED)

Substantial Improvement Formula: A project is a substantial improvement if the cost of an improvement of a project is > 50 percent of the Market value of the building. For example, if a proposed improvement project will cost \$30,000 and the value of the building is \$50,000: \$30,000 = 0.6 (60 percent). The cost of the project exceeds 50 percent of the building's value, so it is a substantial improvement. The Flood Damage Control regulations for new or substantially improved construction applies and the building must meet the post-FIRM construction requirements.

- a. Total Project/Improvement Cost: \$ \_\_\_\_\_
- b. Structure's Appraised Value: \$ \_\_\_\_\_

Please check the appropriate line identifying the source of the structure's appraised value:

- Property Appraiser's Office
- Independent Appraisal (by licensed appraiser)
- Value Calculated by other means as accepted by the Building Official

c. Improvement as a Percent of Total: \_\_\_\_\_%

\_\_\_\_ 5. Site plan showing existing and proposed work. The square footage of existing and proposed structures is also needed. *Optional items that will benefit the applicant for the Board hearing include the determination of whether the addition is a lateral addition or vertical addition and whether construction is under a new roofline or an existing roofline. Furthermore, be prepared to provide the use of the structure, if not apparent.*

\_\_\_\_ 6. Sealed Elevation Certificate. *This is obtained through a licensed Surveyor.*

Flood Zone: \_\_\_\_\_X, \_\_\_\_\_ A or AE, \_\_\_\_\_ V or VE, \_\_\_\_\_ Floodway.

\_\_\_\_ 7. Flood-specific documentation or documentation (information assistance in answering the following may be obtained through the Hillsborough County Planning and Growth Management Department, NetPark Office near the Fairgrounds (address at bottom of form) or by calling 813.307.4441 or 813.307.4510.

- a. Copy of Flood Insurance Rate Map.
- b. Copy of Flood Zone/Elevation Determination Form
- c. Soils Analysis and/or Foundation Report Required Prior to Permitting
- d. No Rise Certificate Required Prior to Permitting
- e. Break-away Walls Certification Required Prior to Permitting (V-Zone)
- f. Floodproofing Certificate Required Prior to Permitting

- Wet Floodproofing
- Dry Floodproofing

\_\_\_\_ g. Citations in which the Variance is Requested: \_\_\_\_\_

\_\_\_\_ 8. A non-refundable \$205.00 check or money order -- made payable to the BOCC (Board of County Commissioners) for records processing.

*All documentation is to be sent (or delivered) to Gloria Hatfield, Hillsborough County Building Services Division, Code Compliance Section, 5701 E. Hillsborough Ave., Suite 2459, Tampa, FL. 33610 (813.635.7313). You will then be sent notification of your scheduled hearing date before the Flood Control Board.*

**Please note the following: If the variance is granted, the applicant's flood insurance rates may increase up to \$25 for every \$100 of the current Federal flood insurance premium value.**