



# DOCUMENTATION CHECKLIST FOR FLOOD VARIANCE REQUEST FORM

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

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

The information listed below is **required** to process your request for avariance 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:  Yes  No

Permits Required to Correct Violation:  Yes  No

All Necessary Permits Obtained:  Yes  No

Request Made Prior to Construction, No Violation:  Yes  No

\_\_\_\_\_ 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 [https://www.fema.gov/pdf/floodplain/nfip\\_sg\\_unit\\_8.pdf](https://www.fema.gov/pdf/floodplain/nfip_sg_unit_8.pdf)).

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



# DOCUMENTATION CHECKLIST FOR FLOOD VARIANCE REQUEST FORM

**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 box 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 Development Services Department, County Center Office in downtown Tampa (813) 272-5600).

- 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 Flood proofing  
     \_\_\_\_\_ Dry Flood proofing  
 Citations in which the Variance is Requested: \_\_\_\_\_

\_\_\_\_\_ 8. A non-refundable \$100.00 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 Hillsborough County Building Services Division, Code Compliance Section, 601 E. Kennedy Blvd., 19th Fl., Tampa, Florida 33601 (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.**