

CITY OF COLUMBIA



Floodplain Management Program Guidelines and Application Forms



CITY OF COLUMBIA

Application for a Permit to Develop in A Flood Hazard Area

The undersigned hereby makes application for a permit to develop in a designated flood hazard area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Flood Damage Prevention Ordinance of the City of Columbia and with all other applicable local, state and federal regulations. All necessary required Federal and/or State permits/certifications are attached.

Zoning Permit Number _____

Applicant's Name:	Owner's Name:
Site Address, Tax #, Parcel#:	Address:
Telephone #:	Telephone #:

<p>A. Description of Work</p> <p>1. Proposed Development / Site Work Description</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Alteration or Repair</p> <p><input type="checkbox"/> Filling</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Dredging</p> <p><input type="checkbox"/> Manufactured or Modular Housing</p> <p><input type="checkbox"/> Logging</p> <p><input type="checkbox"/> Other</p> <p>2. Size & Location of Development</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Type of Building Construction Permit(s):</p> <p><input type="checkbox"/> New Residential</p> <p><input type="checkbox"/> New Non-Residential</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Improvement</p> <p><input type="checkbox"/> Renovation</p> <p><input type="checkbox"/> Accessory structure</p> <p><input type="checkbox"/> Temporary</p>	<p>For Internal Use Only:</p> <p>1. Community Number:</p> <p>2. Panel Number:</p> <p>3. Zone:</p> <p>4. Base Flood Elevation at site: _____ ft</p> <p>5. Required Lowest Floor Elevation (including basement): ____ ft</p> <p>6. If the structure is to be floodproofed, the required floodproofing elevation is _____ ft</p> <p>7. Elevation to which all attendant utilities, including all heating, duct work, and electrical equipment will be installed or floodproofed: _____ ft</p> <p><i>The datum used should be that of the FIRM map to the nearest tenth of a foot.</i></p> <p>Notes:</p> <p>_____</p>
<p>B. Alterations, additions or improvements to an existing structure.</p> <p>1. What is the estimated market value of the existing structure? _____</p> <p>2. What is the proposed cost of construction? _____</p> <p>_____</p> <p><i>If the cost of proposed construction equals or exceeds 50% of the market value of the structure or if the proposed construction is an addition to an existing structure, then the Notice to Property Owners must be completed and returned prior to the issuance of a permit.</i></p>	<p>D. Subdivisions</p> <p>1. Does this subdivision or other development contains 50 lots or 5 acres (whichever is less)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. If yes, the base flood elevation data must be provided by the developer prior to the issuance of a permit.</p>

E. The following documents/certifications checked below are applicable and must be submitted for all construction within the specified time frame.

- 1. Complete plans of proposed improvements, including applicable flood plain requirements..
- 2. As -built elevation certificate, certified by a registered land surveyor or professional engineer, must be submitted at the time of completion of the lowest floor, prior to any further vertical construction.
- 3. A floodproofing certificate, certified by a professional engineer or architect must be submitted at the time of completion of the lowest floor, prior to any further vertical construction.
- 4. The proposed development is located in an identified floodway and a No-Rise Certification completed by a registered professional engineer must be submitted prior to the issuance of a permit or the start of construction. (Exception: Lake Katherine Area)
- 5. The proposed development includes an alteration of a watercourse and a Letter of Map Revision issued by the Federal Emergency Management Agency is required. This documentation must be submitted within 6 months of completion of the project.
- 6. Copies of Subdivision Approval letter if Floodplain construction approved as part of subdivision plans.

Applicant's Signature: _____

Date: _____

ADMINISTRATIVE

Permit Issued: _____

Approved Date: _____

Permit Fees: _____

Date Paid: _____

Denied Date: _____

Reason: _____

APPEALS

Appealed on: _____

Appeal heard on: _____

Decision of the Board: _____

Proposed development reviewed by: _____

Local Administrator's Signature: _____

Date: _____



Notice to Property Owners

Rebuilding/ Remodeling Your Home

If your home or business sustained damage or if you are making improvements to a structure and/or interior of a building the City of Columbia's Flood Damage Prevention Ordinance may affect how you rebuild or make improvements. This ordinance is required by the National Flood Insurance Program in order for flood insurance to be available for community residents and property owners. The following is provided for your information and use so that the permitting process will flow as smoothly as possible.

If a building is "*substantially damaged*" or if your improvements are "*substantial improvements*", then the structure must be brought into compliance with the City of Columbia's Flood Damage Prevention Ordinance.

SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. (Note: the cost of repairs must include all costs necessary to fully repair the structure to its pre-damaged condition.)

SUBSTANTIAL IMPROVEMENT means improvements of any origin whereby the cost of improving the structure would equal or exceed 50 percent of the market value of the structure before the improvements are made. (Note: the cost of improvements must include all costs necessary to fully improve the structure.)

The City of Columbia has implemented the following procedures to determine "substantial damage" or "substantial improvement":

1. If you do not provide a recent appraisal of the fair market value of the structure prepared by a state licensed appraiser then City will estimate the market value by using the tax assessment value of the structure (excluding value of land).
2. You must obtain and submit to the proper permitting officials a detailed and complete cost estimate for any and all alterations, improvements, reconstruction and/or repairs to your home. This estimate must be prepared and signed by a licensed general contractor responsible for the work. The contractor must sign an affidavit indicating that the cost estimate submitted includes all and any combination of work to improve or repair your home. The owner must also sign an affidavit indicating that the work list submitted by the contractor includes all and any combination of work to improve or repair the home. (See attached copies of affidavits).



3. If your home is determined to have "substantial damage" or to be a "substantial improvement", then an Elevation Certificate must be submitted to the proper permit officials to determine if the lowest floor elevation is in compliance with the City's ordinance and the National Flood Insurance Program requirements. Garages and carports are not considered the building's "lowest floor".
4. If the lowest floor of a structure that is substantially damaged or is to be substantially improved is below the required lowest floor elevation, then the building must have the lowest floor elevated no lower than two (2) feet above the base flood elevation. Likewise, all electrical and mechanical equipment (heating, cooling, hot water heaters, etc.), bathrooms and laundry rooms must be elevated no lower than two (2) feet above the base flood elevation. Only parking, building access, and limited, incidental storage is allowed below the base flood elevation. If the lowest floor of the structure and the electrical and mechanical equipment, laundry rooms and bathrooms are already above the required lowest floor elevation, then the building can be repaired, reconstructed or improved without further modifications.
5. Plans showing how the building and electrical/mechanical equipment will be elevated must be prepared and submitted for approval prior to issuance of a Building Permit.
6. In accordance with National Flood Insurance Program regulations, the City's Flood Damage Prevention Ordinance requires that all gas and liquid storage tanks be anchored to prevent floatation during conditions of flooding. When the gas company replaces and/or reconnects gas and liquid storage tanks, which are separated from the structure during a flooding event, they must be anchored.
7. In accordance with National Flood Insurance Program guidelines, the City's Flood Damage Prevention Ordinance also regulates accessory structures. Accessory structures are defined as structures with a value of \$3000 or less and not used for human habitation. These structures must be anchored and any electrical equipment must be elevated above the required lowest floor elevation.

If you have any questions or need additional information concerning the above procedures, please contact the City of Columbia Engineering Department at 803-545-3400.



Notice to Property Owners
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Application for Substantial Damage/Substantial Improvement Review

Tax Appraisers Folio #: _____

Subdivision Name: _____

Lot Number: _____

Property Address: _____

City and Zip Code: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____

Co-Owner's Name: _____

Co-Owner's Mailing Address: _____

Co-Owner's Phone Number: _____

FIRM Panel # _____ Flood Zone: _____ BFE: _____

Pre-Storm Elevation: _____ MSL NGVD NAVD

- I am attaching an appraisal report of my property, or Initials _____
- I am not submitting an appraisal report of my property and I accept the community's
Estimated Market Value. Initials _____
- I also accept the attached estimated cost of construction as a fair cost
of the repair/improvement for my home. Initials _____

Signatures:

Owner: _____ Date: _____

Co-Owner: _____ Date: _____



Owner
Substantial Damage/Substantial Improvement
REPAIR/RECONSTRUCTION AFFIDAVIT

Permit Number: _____

Contractor Name: _____ License Number: _____

Owner Name: _____

Address: _____ Phone Number: _____

(Check one or both, as applicable)

I hereby attest to the fact that the repairs/reconstruction and/or remodeling list submitted for *Substantial Damage Review* by my contractor are all the damages sustained by this structure and that all other additions and improvements, or repairs proposed on the subject property are included in this estimate. No other contractor has made any repairs, reconstruction, additions, or remodeling not included in the attached list.

I hereby attest to the fact that the repairs, additions, rehabilitations, reconstructions and/or remodeling list submitted for *Substantial Improvement Review* by my contractor are all of the improvements that will be done to the existing structure and that all other additions, improvements, or repairs on the subject property are included in this estimate. No other contractor has made any repairs, reconstruction, additions, or remodeling not included in the attached list.

I understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS to MY HOME or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

Signature of Owner

Signature of Co-Owner

State of South Carolina

County of _____

Before me this day personally appeared _____ and _____ (Print) personally appeared before me, each of whom, being by me duly sworn deposes, stated that he has signed, read, understands and agrees to comply with all the aforementioned conditions of this affidavit.

Notary Signature

My Commission expires: _____



**Contractor
Substantial Damage/Substantial Improvement
AFFIDAVIT**

Permit Number: _____

Contractor Name: _____ Phone Number: _____

Address: _____ License Number: _____

Property Address: _____

I hereby attest to the fact that I, or an employee of my company, personally inspected the above-mentioned property and produced the attached list of itemized repairs, additions, rehabilitations, reconstructions and/or remodeling list, which are hereby submitted for *Substantial Damage/Substantial Improvement Review*.

(Check one or both, as applicable)

These damages are all the damages sustained by this structure and that all other additions and improvements, or repairs proposed on the subject property are included in this estimate.

These improvements are all of the improvements that will be done to the existing structure and that all other additions, improvements, or repairs on the subject property are included in this estimate.

I understand that I am subject to enforcement actions and/or fines if inspection of the property reveals that I have made repairs NOT INCLUDED ON THE ATTACHED LIST to THIS STRUCTURE or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented any plans for such additions. I understand that any permit issued by this jurisdiction pursuant to this affidavit does not authorize the reconstruction, repair, or maintenance of any illegal additions, fences, sheds, or non-conforming uses of structures on the subject property.

Total Labor and Materials: \$ _____

Overhead and Profit: \$ _____

Total Cost: \$ _____

Signature of Contractor

Date

State of South Carolina

County of _____

Before me this day personally appeared _____ and _____ (Print) personally appeared before me, each of whom, being by me duly sworn deposes, stated that he has signed, read, understands and agrees to comply with all the aforementioned conditions of this affidavit.

Notary Signature

My Commission expires: _____



Notice to Property Owners
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ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT

Permit Number: _____

Address: _____

ITEMS	COSTS		TOTAL COST
	LABOR	MATERIALS	
Concrete, Form, Etc.			
Carpentry Material (rough)			
Carpentry Labor (rough)			
Roofing			
Insulation and Weather Strip			
Exterior Finish (Stucco)			
Doors, Windows and Shutters			
Lumber, Finish			
Carpentry Labor, Finish			
Hardware, Finish			
Hardware, Rough			
Cabinets, Built-in			
Floor Covering (tile, rug)			
Plumbing			
Shower/Tub/Toilet			
Electrical			
Light Fixtures			
Appliances, Built-in			
HVAC			
Paint			
Overhead and Profit			
TOTAL			

(Please attach any additional information).

Contractor Name: _____ License #: _____

Address: _____ Phone Number: _____

Signature: _____ Date: _____



Notice to Property Owners
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ITEMS REQUIRED TO DETERMINE SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT

**Applicant must submit the following:
(MAKE SURE YOU HAVE EXTRA COPIES FOR YOUR FILES)**

- 1. Complete the attached application.**
- 2. Detailed Cost of Reconstruction Estimate and Affidavit, signed by a General Contractor and a copy of his/her License Certificate.**
- 3. FEMA Elevation Certificate**
- 4. Photos before and after the storm (if applicable and available).**
- 5. Floor plan drawing (if available).**
- 6. Owner's affidavit signed, dated and certified.**
- 7. Contractor's affidavit signed, dated and certified.**



Substantial Damage/Substantial Improvement

Items to be Included

1. *All Structural elements including:*
 - Spread or continuous foundations footings and pilings
 - Monolithic or other types of concrete slabs
 - Bearing walls, tie beams and trusses
 - Floors and ceilings
 - Attached decks and porches
 - Interior partition walls
 - Exterior wall finishes (e.g. brick, stucco, or siding) including painting and decorative moldings
 - Windows and doors
 - Reshingling or retiling a roof
 - Hardware

2. *All interior finishing elements including:*
 - Tiling, linoleum, stone, or carpet over subflooring
 - Bathroom tiling and fixtures
 - Wall finishes (e.g. drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)
 - Kitchen, utility and bathroom cabinets
 - Built-in bookcases, cabinets and furniture
 - Hardware

3. *All utility and service equipment including:*
 - HVAC equipment
 - Repair or reconstruction of plumbing and electrical services
 - Light fixtures and ceiling fans
 - Security systems
 - Built-in kitchen appliances
 - Central vacuum systems
 - Water filtration, conditioning or recirculation systems

4. *Also:*
 - Labor and other costs associated with removing or altering undamaged building components to accommodate improvements or additions.
 - Overhead and profit



Substantial Damage/Substantial Improvement

Items to be Excluded

1. Plans and specifications
2. Survey costs
3. Permit fees
4. Cost to demolish storm-damaged building components
5. Debris removal
6. Outside improvements including:
 - Landscaping
 - Sidewalks
 - Fences
 - Yard lights
 - Swimming pools
 - Screened pool enclosures
 - Sheds
 - Gazebos
 - Detached structures (including garages)
 - Landscape irrigation systems

SAMPLE



Inspection Checklist for Development in a Flood Hazard Area

Building Permit Number: _____

Applicant's Name:	Owner's Name:
Site Address, Tax #, Parcel #:	Address:
Telephone:	Telephone:

I. All development - Base Flood Elevation Data provided.

- A. The as-built elevation certification from a registered land surveyor or professional engineer has been submitted upon plan submittal or finished floor completion and is acceptable? Yes No
- B. The lowest floor elevation is at or above the required lowest floor elevation? Yes No
- C. Electrical, heating, ventilation, plumbing, air conditioning equipment (including duct work) and other service facilities are located above BFE or flood proofed? Yes No
- D. The as-built elevation certification from a registered land surveyor or professional engineer has been submitted upon project completion and prior to issuing CO and is acceptable? Yes No
- E. Engineering Department has approved CO? Yes No

II. Development in Zones A, AE, A1-A30 and AH.

- A. Solid foundation perimeter walls located below BFE.:
 - 1. There are at least two (2) openings? Yes No
 - 2. Square footage of enclosed area subject to flooding _____
 - 3. Square inches of venting required _____
 - 4. Square inches per opening (multiply l by w) _____
 - 5. Number of required vents (3 above divided by 4 above) _____
 - 6. Foundation contains the minimum number of vents? Yes No
 - 7. The bottom of each opening is no higher than one (1) foot above grade? Yes No
 - 8. Any cover on openings will permit the automatic flow of floodwaters in both directions? Yes No

- B. Base flood elevation and/or floodway data not available or AO Zones:
 - 1. The lowest floor is at least three (3) feet above the highest adjacent grade? Yes No
 - 2. The development meets the setback requirements of the ordinance? Yes No
 - 3. If 2 above was "no", has a No-Rise Certification been submitted? Yes No
 Reviewer's Name: _____ Date reviewed: _____

- C. Floodway data is provided.
 - 1. Did this development encroach in the floodway? Yes No
 - 2. Do the actual field conditions meet the proposed actions and technical data requirements? Yes No
 - 3. If C1 was "yes", has a No-Rise Certification been submitted? Yes No
 Reviewer's Name: _____ Date reviewed: _____

Reviewer's Name: _____ Date reviewed: _____

SAMPLE
City of Columbia 9/25/03

Improvements Permitted Below Base Flood Elevation

Item	Date Inspected	Completion Stage	Approval	Initials
Enclosed Area (min 2 hydrostatic openings 1sq in / 1 sq ft)				
Flood Resistant Material				
Garage (attached to be no more that 1' below lowest interior floor of primary structure)				
Limited Unfinished Storage Area				

Improvements Required 2 Feet Above Base Flood Elevation

Item	Date Inspected	Completion Stage	Approval	Initials
Electrical Meters				
Electrical Outlets				
Automatic Washers				
Dryers				
Air Condition Equipment Components				
Heating Conditions Components				
Hot Water Tank				
Second Refrigerator in Storage Area for Garage Cold Storage				
Bathrooms, other uses other than Parking: Limited Storage, Building Access				
Finished Entrance Foyer				

NOTES:

- No construction permitted in Floodway unless approved by City Engineer
- All Elevations are given in NGVD.
- When project has been completed, this form shall be distributed as follows:
 Original: City Engineer (to be maintained with Elevation Certification)
 Copy 1: with Building Permit
 Copy 2: To Property Owner

Building Official's Signature: _____

Date: _____