

CERTIFICATE OF ELEVATION
for Floodplain Development in Douglas County
Client Information Sheet

- Douglas County has many miles of rivers and creeks with identified flood hazard areas. Within the identified floodplain, a **Certificate of Elevation is required** by Douglas County and the Federal Emergency Management Agency to establish the 100 year flood height in relation to a structure's lowest habitable floor prior to Planning Department clearance.

- The certificate of elevation form must be completed by a licensed Oregon Surveyor or Engineer. The form includes basic information about the property including a Site Diagram and space for a **two part certification**.
 - Sections A through G, the Site Diagram and Part One -- Pre-Construction -- is to be completed prior to authorization for construction.

 - Part Two -- Post Construction -- is to be completed as soon as the lowest habitable floor is established.

- Sections A through G, the Site Diagram and Part One, Pre-Construction:** This part of the certificate establishes the 100 year flood level at the building site. It must be completed by a licensed Oregon Surveyor or Engineer and submitted as an attachment to the Planning Department worksheet prior to Planning clearance.

- Part Two, Post-Construction:** This part of the certificate is a follow-up verification by the licensed Oregon Surveyor or Engineer that the structure is being built with the lowest habitable floor at the required height. **This post-certification segment must be completed after the County Building Department's "under floor framing" or "slab pour" inspections and prior to wall framing.** The Certificate of Elevation with this second part completed must be submitted by the property owner to the Building Department after the inspection previously mentioned.

- A property owner who has paid Building Department fees for a structure in the floodplain will receive a reminder at the time of the "under floor framing" or "slab pour" inspections that the post-certification is due. The post-certification will verify that the elevation of the Structure is in conformance with Douglas County Land Use and Development Ordinance requirements.

Compliance with Federal and County flood standards is essential in obtaining flood insurance. Failure of property owners to complete the certification process places the County flood insurance program in jeopardy. Construction in violation of flood standards may be subject to civil penalties.

U.S. DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 National Flood Insurance Program

ELEVATION CERTIFICATE

IMPORTANT: FOLLOW THE INSTRUCTIONS ON PAGES 8-15

OMB Control Number: 1660-0008
 Expiration: 11/30/2018

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

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="radio"/> NAD 1927 <input type="radio"/> 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		b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____		a) Square footage of attached garage _____ sq ft		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		d) Engineered flood openings? <input type="radio"/> Yes <input type="radio"/> No		c) Total net area of flood openings in A9.b _____ sq in		d) Engineered flood openings? <input type="radio"/> Yes <input type="radio"/> 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="radio"/> FIS Profile <input type="radio"/> FIRM <input type="radio"/> Community Determined <input type="radio"/> Other/Source: _____						
B11. Indicate elevation datum used for BFE in Item B9: <input type="radio"/> NGVD 1929 <input type="radio"/> NAVD 1988 <input type="radio"/> Other/Source: _____						
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="radio"/> Yes <input type="radio"/> No Designation Date: <input type="radio"/> CBRS <input type="radio"/> OPA						
SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)						
C1. Building elevations are based on: <input type="radio"/> Construction Drawings* <input type="radio"/> Building Under Construction* <input type="radio"/> 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="radio"/> NGVD 1929 <input type="radio"/> NAVD 1988 <input type="radio"/> Other/Source: _____						
Datum used for building elevations must be the same as that used for the BFE.				Check the measurement used.		
a) Top of bottom floor (including basement, crawlspace, or enclosure floor)		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		
b) Top of the next higher floor		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		
c) Bottom of the lowest horizontal structural member (V Zones only)		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		
d) Attached garage (top of slab)		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		
f) Lowest adjacent (finished) grade next to building (LAG)		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		
g) Highest adjacent (finished) grade next to building (HAG)		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support		_____ . _____		<input type="radio"/> feet <input type="radio"/> meters		

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

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.*

Check here if attachments.

Were latitude and longitude in Section A provided by a licensed land surveyor?
 Yes No

Certifier's Name		License Number	
Title	Company Name		
Address	City	State	Zip Code
Signature	Date	Telephone	

PLACE
SEAL
HERE

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

Comments (including type of equipment and location, per C2(e), if applicable)

Signature	Date
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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 page 8 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.

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 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
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Community Name	Telephone
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Signature	Date
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Comments (including type of equipment and location, per C2(e), if applicable)

Check here if attachments.

BUILDING PHOTOGRAPHS

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.

BUILDING PHOTOGRAPHS

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 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.

FLOODPLAIN BUILDING SITE DIAGRAM

(To be completed by an Oregon Licensed Surveyor or Engineer)

PROPERTY I.D. NO. R _____ WORK SHEET NO. _____
 TOWNSHIP _____ RANGE _____ SEC. _____ SUB SEC. _____ TAX LOT NO. _____

INFORMATION NEEDED ON DIAGRAM

1. Approximate property lines (show dimensions).
2. Permanent land marks (roads, streams, rivers).
3. Distances from landmarks to building site.
4. Put stakes at building site (one flagged stake in middle of the site is sufficient).
5. Temporary bench mark established at 100 year flood elevation.
6. Location of floodway on site.

PART ONE PRE-CONSTRUCTION

100 YEAR BASE FLOOD ELEVATION:		BM NO:	BM ELEVATION:	BM LOCATION:
Elevation datum NAVD 88		TBM ELEVATION:	TBM LOCATION:	TBM DESCRIPTION:
FEDERAL 100 YEAR	Yes <input type="checkbox"/>	FEDERAL FLOODWAY	Yes <input type="checkbox"/>	MEAN FLOODWAY VELOCITY:
	No <input type="checkbox"/>		No <input type="checkbox"/>	
BUILDING SITE ELEVATION:	FIRM MAP PANEL:		Residential: MINIMUM REQUIRED FLOOR HEIGHT FROM GROUND TO BE 1 FOOT ABOVE BFE:	
			Manufactured Home: MINIMUM REQUIRED HEIGHT SO BOTTOM OF LONGITUDINAL CHASSIS FRAME BEAM TO BE AT BFE	
Insurance Implication: Construction or placement of structures elevated less than 1' above BFE may result in increased premium rates for flood insurance, and such construction below the BFE increases risks to life and property.			Non-residential: MINIMAL FLOOR HEIGHT FROM GROUND TO BFE	
			Exempt non-residential: MINIMAL FLOODPROOFING HEIGHT FROM GROUND TO BFE	
I certify as an Oregon Registered Professional Engineer or Surveyor that the above information is true and accurate.				
SIGNATURE _____		DATE _____		

PART TWO POST-CONSTRUCTION (Part One must also be completed on this form)

The building at the property location described above has the lowest floor (including basement, if any) at an elevation of:	NAVD 88	The reference level is based on actual construction.	
or has been floodproofed in accordance with the Floodplain Ordinance to an elevation of:	NAVD 88	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I certify as an Oregon Registered Professional Engineer or Surveyor that the above information is true and accurate.			
SIGNATURE _____		DATE _____	