



## **City of Burlington FEMA Checklist**

This form must be completed by an applicant for a construction permit, submitted to and approved by the City Department of Community Development before a construction permit can be issued by the Burlington Township Construction Official, the City's agent for processing construction permit applications.

The City has initiated this process to comply with FEMA and National Flood Insurance Program (NFIP) regulations and also to maintain FEMA's Community Rating System (CRS) discounts for City residents on flood insurance coverage. Thank you for your cooperation.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Street Address of subject property (if different than applicant's): \_\_\_\_\_

Type of work to be performed:

Brief Description of Work:

Cost of Improvements or Cost of Repairs: \_\_\_\_\_

**ATTACH COST ESTIMATE**

Other work: \_\_\_\_\_

(Examples: driveway or patio paving, siding, solar, sidewalks, etc.)

### **Applicant's Certification:**

I acknowledge that the information which I have provided above is accurate to the best of my knowledge.

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Please return the completed form by using the email button on your viewer, or by regular mail or email to:

William Harris, CRS Coordinator  
City of Burlington  
525 High Street  
Burlington, NJ 08016  
or wharris@burlingtonnj.us.

Upon receipt of the form from the applicant, the City's CRS Coordinator will determine if the subject property is located within the FEMA-designated Special Flood Hazard Area and if the proposed work requires Mitigation and/or Flood Elevation Certificates.

The applicant will receive the City's completed form back from the Department. If necessary due to the nature of the construction, you may be required to submit a flood elevation certificate to the City for review prior to the issuance of a construction permit by the Burlington Township Construction Official or prior to the issuance of a Certificate of Occupancy for new construction or a Certificate of Approval for Substantial Improvements.

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**BELOW AREA IS FOR CITY OF BURLINGTON USE ONLY.**

**Historic Structures**

Subject Structure is listed on the NJ & National Historic Register: Yes \_\_\_ No \_\_\_

(Attach Verification)

**FEMA Compliance**

1) Is the property in a 100-year FEMA flood hazard are? YES\_\_\_ NO\_\_\_

2) Proposed Development

a) Proposed New Construction: YES \_\_\_ NO \_\_\_

a. Note that a Flood Elevation Certificate must be provided prior to the issuance of a Certificate of Occupancy

b) Proposed Improvements or Rehabilitation Projects YES \_\_\_ NO \_\_\_

a. If Yes, the assessed improvement value of the existing structure is  
\$ \_\_\_\_\_ (Tax Assessment Year) \_\_\_\_\_

b. Cost of Improvement or Cost Repair \$ \_\_\_\_\_  
(with all inclusions and exclusions)

c. COST OF IMPROVEMENT (or Cost to Repair) \$ \_\_\_\_\_

d. Market Value= \$ \_\_\_\_\_  
(Assessed Improvement Value/Current Tax Equalization Ratio)

**If the Ratio is less than 50%, the proposed work is NOT A SUBSTANTIAL IMPROVEMENT: \_\_\_\_\_**

**If the Ratio is greater than 50%, the proposed work is a SUBSTANTIAL IMPROVEMENT: \_\_\_\_\_**

**Flood Hazard Area Compliance**

Effective Flood Zone \_\_\_\_ Elevation \_\_\_\_ FIRM Panel \_\_\_\_\_ Date \_\_\_\_\_

	<u>Elevations</u>	Compliant (Y/N)
Existing Top of Bottom Floor (including basement, crawlspace, or enclosure)	__ . ____ feet	_____
Existing Top of Next Higher Floor	__ . ____ feet	_____
Existing Lowest Elevation of Machinery	__ . ____ feet	_____
Proposed Top of Bottom Floor (including basement, crawlspace, or enclosure)	__ . ____ feet	_____
Proposed Top of Next Higher Floor	__ . ____ feet	_____
Proposed Lowest Elevation of Machinery	__ . ____ feet	_____
Datum Utilized ____ NGVD 1929    ____ NAVD 1988		

**Action Summary and Requirements**

***New Construction*** \_\_\_\_\_

- a) Building Plans to show compliance with Flood Zone Requirements \_\_\_\_\_
- b) Flood Elevation Certificate prepared by a NJ-licensed surveyor or engineer is required prior to issuance of a Certificate of Occupancy \_\_\_\_\_

***Substantial Improvement*** \_\_\_\_\_

- a) If a residential pre-FIRM building is determined to be Substantially Improved, it must be elevated to or above the Base Flood Elevation (BFE) plus 1 FT. This may include but is not limited to: raising the structure, filling a basement, abandoning the first floor of living space, and elevating mechanicals. \_\_\_\_\_
- b) If a non-residential pre-FIRM building is determined to be Substantially Improved, it must be elevated to or dry floodproofed to the BFE plus 1 FT. \_\_\_\_\_
- c) Any proposed improvements or repairs to a post-FIRM building must be evaluated to ensure that the improvements or repairs comply with floodplain management regulations and to ensure that the improvements or repairs do not alter any aspect of the building that would make it non-compliant. \_\_\_\_\_
- d) Any costs associated with directly correcting health, sanitary, and safety code violations may be excluded from the cost of the improvement. The violation must have been officially cited prior to the submission of the permit application. \_\_\_\_\_
- e) Flood Elevation Certificate prepared by a NJ-licensed surveyor or engineer is required prior to issuance of a Certificate of Occupancy \_\_\_\_\_

***Not a Substantial Improvement*** \_\_\_\_\_

- a) Building permit can be issued, however, Burlington City will make another determination if it is found that more work was done beyond what was provided to this office for review.  
Construction activities that are undertaken without the proper permits are violations and may result in citations, fines, or other legal action. \_\_\_\_\_
- b) Any costs associated with directly correcting health, sanitary, and safety code violations may be excluded from the cost of the improvement. The violation must have been officially cited prior to the submission of the permit application. \_\_\_\_\_

***Historic Property*** \_\_\_\_\_

- a) Alterations to and repairs of designated historic structures may be granted a variance or be exempt under the substantial improvement definition provided all work will not preclude continued designated of the 'historic structure.' \_\_\_\_\_

Review by Certified Floodplain Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Review by CRS Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Construction Code Official

Mitigation Action Notes:

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