



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:

New Construction: YES ____ NO ____

- OR -

Improvement(s) or Rehabilitation YES ____ NO ____

(please provide brief description):

Cost of Improvements or Cost of Repairs: \$_____ (Attach Required 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 regular mail or by email to:

Megan Stanley, Director of Economic & Industrial Development
City of Burlington
525 High Street
Burlington, NJ 08016
or MStanley@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.

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 area? 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 ___
- i) If Yes, the assessed improvement value of the existing structure is
\$ _____ (Tax Assessment Year) _____
- ii) Cost of Improvement or Cost Repair \$ _____
(with all inclusions and exclusions)
- iii) COST OF IMPROVEMENT
(or Cost to Repair)
- iv) 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:
