



TOWN OF PALM BEACH

Planning, Zoning and Building

DATE:

RE: NOTICE OF SUBSTANTIAL IMPROVEMENT DETERMINATION

Dear PROPERTY OWNER,

We have reviewed your recent application for a permit to modify your existing home that is located in a mapped Special Flood Hazard Area. As required by our floodplain management regulations and building code, we have determined that the proposed work [constitutes-OR-is approaching] substantial improvement of the building. This determination is based on a comparison of the cost estimate of the proposed work to the market value of the building (excluding land value). When the costs equal or exceed 50 percent of the market value of the building, the work is a substantial improvement.

As a result of this determination (50% or greater), you [are-OR-maybe] required to bring the building into compliance with the flood damage-resistant provisions of the Florida Building Code and Town Code.

We would be pleased to meet with you and your designated representative (architect/builder) to discuss how to bring your home into compliance. There are several aspects that must be addressed to achieve compliance. The most significant requirement is that the lowest floor, as defined in the regulations/code, must be elevated at or above the minimum flood elevation regulated by the code. You may wish to contact your insurance agent to understand how raising the lowest floor higher than the minimum required elevation can reduce NFIP flood insurance premiums.

ACKNOWLEDGEMENT

Signature: _____ DATE: _____
(Owner or Owner's Representative)