



FLOOD HAZARD AREA DEVELOPMENT APPLICATION



Property Information

Property Location/Address: _____ TMS# _____

Applicant Information

Name: _____ Address: _____

Phone: _____ E-Mail: _____

Property Owner Information (If Different)

Name: _____ Address: _____

Phone: _____ E-Mail: _____

Applicant's Relationship to Owner: _____

Description of Work

1. Proposed Development/Site Work Description (circle one or more)

- | | |
|----------------------|---------------------------------|
| New Construction | Dredging |
| Alteration or Repair | Manufactured or Modular Housing |
| Filling | Logging |
| Grading | Other _____ |

2. Size & Location of Development

3. Type of Building Construction Permit(s) (circle one or more)

- | | |
|---------------------|---------------------|
| New Residential | Renovation |
| New Non-Residential | Accessory Structure |
| Addition | Temporary |
| Improvement | |

Alterations, Addition, or Improvements to an Existing Structure

1. What is the estimated market value of the existing structure? _____

2. What is the proposed cost of construction? _____

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.

Subdivisions

Does this subdivision or other development contain 50 lots or 5 acres? Yes No

If yes, the base flood elevation data must be provided by the developer prior to the issuance of the permit.

Required Submittals

- 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. ucti
- 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.
- 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.

I hereby acknowledge by my signature that the forgoing application is complete and accurate and I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be posted and/or inspected. All fees are non-refundable.

Applicant'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 Town of Moncks Corner's Flood 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 Town of Moncks Corner's Flood 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 Town of Moncks Corner 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 Town 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

Community Development Office | Doug Polen, Director

118 Carolina Avenue, Moncks Corner S.C. 29461 | www.monckscornersc.gov/community-development

843-719-7913 | doug.polen@monckscornersc.gov

NOTICE TO PROPERTY OWNERS - CONT

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 Town'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 Town's Flood 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.

If you have any questions or need additional information concerning the above procedures, please contact the Town of Moncks Corner Building and Codes Enforcement at 843-719-7914.



**SUBSTANTIAL DAMAGE/IMPROVEMENT
REVIEW APPLICATION**

**MONCKS
CORNER**
The Lowcountry's Hometown

Property Owner Information

Name: _____ Address: _____

Phone: _____ E-Mail: _____

Property Co-Owner Information (If Applicable)

Name: _____ Address: _____

Phone: _____ E-Mail: _____

Property Information

Property Address: _____ TMS# _____

FIRM Panel No.: _____ Flood Zone: _____ BFE: _____

Pre-Storm Elevation: _____ MSL NGVD NAVD

Acknowledgements

Please initial below:

_____ I am attaching an appraisal of my property

_____ I am not submitting an appraisal report of my property, and I accept the community's Estimated Market Value

_____ I also accept the attached estimated cost of construction as a fair cost of the repair/improvement of my structure

I hereby acknowledge by my signature that the forgoing application is complete and accurate and I am the owner of the subject property. I authorize the subject property to be posted and/or inspected. All fees are non-refundable.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____



**MONCKS
CORNER**

The Lowcountry's Hometown

REPAIR/RECONSTRUCTION AFFIDAVIT

Substantial Damage/Substantial Improvement

Permit Number: _____

Contractor Name: _____ License Number: _____

Owner Name: _____

Address: _____ Phone Number: _____

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 _____ 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: _____

Community Development Office | Doug Polen, Director

118 Carolina Avenue, Moncks Corner S.C. 29461 | www.monckscornersc.gov/community-development

843-719-7913 | doug.polen@monckscornersc.gov



MONCKS CORNER

The Lowcountry's Hometown

CONTRACTOR AFFIDAVIT

Substantial Damage/Substantial Improvement

Permit Number: _____

Contractor Name: _____ License Number: _____

Address: _____ Phone 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 _____ 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: _____

Community Development Office | Doug Polen, Director

118 Carolina Avenue, Moncks Corner S.C. 29461 | www.monckscornersc.gov/community-development

843-719-7913 | doug.polen@monckscornersc.gov



**SUBSTANTIAL DAMAGE/IMPROVEMENT
COST ESTIMATION**

**MONCKS
CORNER**
The Lowcountry's Homelown

Permit Number: _____ Address: _____

ITEMS	COSTS		TOTAL COST
	LABOR	MATERIALS	
Concrete, Forms, Etc.			
Carpentry Material (Rough)			
Carpentry Labor (Rough)			
Roofing			
Insulation & Weather Strip			
Exterior Finish (Stucco)			
Doors, Windows, 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: _____

Signature

Date



SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT GUIDELINES

Required Submittals

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.

PLEASE ENSURE YOU HAVE EXTRA COPIES FOR YOUR FILES

Items to be Included in Cost Estimates

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

Community Development Office | Doug Polen, Director

118 Carolina Avenue, Moncks Corner S.C. 29461 | www.monckscornersc.gov/community-development

843-719-7913 | doug.polen@monckscornersc.gov

NOTICE TO PROPERTY OWNERS - CONT

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 profits

Items to be Excluded in Cost Estimates

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)