San Joaquin County FM-1/1M Instruction Sheet

2009

Purpose of this document: To assist certified civil engineers and licensed land surveyors in the completion of the San Joaquin County Flood Management FM-1/1M Preliminary Elevation Certificate.

1. The top section is to be filled out and signed by Flood Management staff and signed by staff.

2a. The second section, left side block, Main Structure / Addition, is filled out by the licensed land surveyor or certified civil engineer.

- The Original Lowest Immediate Adjacent Elevation is the lowest elevation within or immediately adjacent to the footprint of the proposed structure.
- Fill Material or Fill Structure is the elevation change caused by fill material or proposed structure used to bring the structures finished floor above the Base Flood Elevation. Please check the correct term when filling out the form. If neither applies insert zero on line.
- Minimum Finished Floor Elevation is the minimum elevation of the finished floor as required by San Joaquin County Ordinance. This is copied from the top section.

To calculate the Difference the certifier adds the Lowest Immediate Grade Elevation to the Fill Material / Fill Structure and subtracts the Minimum Finished Floor Elevation. A negative number indicates the finished floor will be below the base flood elevation. San Joaquin County Ordinance requires the finished floor to be a minimum of 1 (one) foot above the Base Flood Elevation for habitable space.

2b. The second section, right side block, Main Structure or Residence, is filled out by the licensed land surveyor or certified civil engineer.

- The Original Lowest Immediate Adjacent Elevation is the lowest elevation within or immediately adjacent to the proposed structure.
- Fill Material or Fill Structure is the elevation change caused by fill material or proposed structure used to bring the sub structure at or above the Base Flood Elevation. Please check the correct term while filling out the form. If neither applies insert zero on line.
- Minimum M/H Substructure Elevation is the minimum elevation of the substructure not requiring an engineered foundation as required by San Joaquin County Ordinance. This is copied from the top section.
- If you wish to have your foundation located below the base flood elevation. The minimum flood water velocity for the calculations required in ASCE 24-05 is five feet per second.

To calculate the Difference the certifier adds the Lowest Immediate Grade Elevation to the Fill Material / Fill Structure and subtracts the Minimum Manufacured Home Sub-structure Elevation. A negative number indicates the sub-structure will be below the Base Flood Elevation. San Joaquin County Ordinance requires non-engineered foundations to be at or above the base flood elevation for habitable space.

3. The third section, Water Tank / Equipment, is also filled out by the licensed land surveyor or certified civil engineer.

- The Original Lowest Immediate Adjacent Elevation is the lowest elevation within the confines or immediately adjacent to the proposed water tank pad.
- Fill Material or Fill Structure is the elevation change caused by proposed fill material or proposed structure used to bring the tank above the Base Flood Elevation. Please check the correct term when filling out the form. If neither applies insert zero on line.
- Minimum Equipment Elevation is the minimum unrestrained elevation of the tank as required by San Joaquin County Ordinance. This is copied from the top section.
- If the Water Tank is preexisting or none will be placed on site leave this section blank and check the **Preexisting** or **None** box and the applicable term while filling out the form, or if neither insert zero on line. Minimum Equipment Elevation is the minimum unrestrained elevation of the tank as required by San Joaquin County Ordinance. This is copied from the top section.

To calculate the Difference the certifier adds the Lowest Immediate Grade Elevation to the Fill Material / Fill Structure and subtracts the Minimum Equipment Elevation. A negative number indicates the tank will be below the Base Flood Elevation, requiring the Tank to be anchored. as per ASCE 24-05.

4. **The fourth section, <u>Propane / Butane / Fuel Tank</u>**, is also filled out by the licensed land surveyor or certified civil engineer.
    - The Original Lowest Immediate Adjacent Elevation is the lowest elevation within the confines or immediately adjacent to the proposed tank pad.
    - Fill Material / Fill Structure is the elevation change caused by fill material or proposed structure used to bring the tank above the Base Flood Elevation. Please circle the correct term while filling out the form. If neither applies insert zero on line.
    - Minimum Equipment Elevation is the minimum unrestrained elevation of the tank as required by San Joaquin County Ordinance. This is copied from the top section.
    - If the Tank is **Preexisting** or **None** will be placed on site, leave this section blank and check the *Preexisting*/*None* box. and circle the applicable term.

To calculate the Difference the certifier adds the Lowest Immediate Grade Elevation to the Fill Material / Fill Structure and subtracts the Minimum Equipment Elevation. A negative number indicates the tank will be below the Base Flood Elevation, requiring the tank to be anchored, as per ASCE 24-05

5. **The bottom** section is for the Certifier to complete and to wet stamp in the **<u>Place Seal Here</u>** block.

Owner must sign at bottom of form once it has been completed by the certifier.

Flood Control Preliminary Elevation Certificate

FM-1/1M

1. APN _____ Date _____

Flood Zone _____

Base Flood Elevation _____ Datum _____

Minimum M/H Substructure Elevation _____

Minimum Equipment Elevation _____ ASCE Structure Classification _____

Minimum Finished Floor Elevation _____ ASCE Minimum Flood Elevation *(*DFE*) _____

Signature _____ *(Design Flood Elevation)*

Check Form Used

FM-1 ☐

FM-1M ☐

The information below must be signed and sealed by a licensed land surveyor or qualified civil engineer authorized by law to certify elevation information. I certify that the information on this sheet represents my best effort to interpret the data available. *(See FM-1/1M Instruction Sheet on how to fill out this form.)*

Main Structure / Residence / Addition Pre-Existing ☐

2a.

Original Lowest Adjacent Elevation _____

Fill Material/Structure _____

Minimum Finished Floor Elevation _____

Difference _____ ☐ Datum_____

2b. *(Complete this section for Manufactured Structures)*

Original Lowest Adjacent Elevation _____

Fill Material/Structure _____

Minimum Mobile Home Substructure Elevation _____

Difference _____

3. Water Tank / Equipment ☐ Pre-Existing ☐ None

Original Lowest Immediate Adjacent E _____

Fill Material/Structure _____

Minimum Equipment Elevation _____

Difference _____

4. Propane / Butane / Fuel Tank ☐ Pre-Existing ☐ None

Original Lowest Immediate Adjacent E _____

Fill Material/Structure _____

Minimum Equipment Elevation _____

Difference _____

5. Certifiers Name | Company Name

Title | License Number

Address

City | State | Zip Code

Telephone | Cell

Signature | Date

PLACE SEAL HERE

Owner Signature_____ Date _____

San Joaquin County FM-1 AO/ 1M AO Instruction Sheet

2009

Purpose of this document: To assist certified civil engineers and licensed land surveyors in the completion of the San Joaquin County Flood Management FM-1 AO / 1M AO Preliminary Elevation Certificate.

1. The top section is to be filled out and signed by Flood Management.

2a.The second section, Main Structure / Residence / Addition, is filled out by the licensed land surveyor or certified civil engineer.

- The *Highest Original Immediate Adjacent Elevation* is the highest elevation within the confines, or is adjacent to the proposed structure.
- *Depth of Fill Material/Fill Structure* is the elevation change caused by fill material or proposed structure used to bring the structures finished floor above the *Base Flood Elevation*. Please circle the correct term when filling out the form, or if neither, insert zero on line.
- *Minimum Finished Floor Elevation* is the minimum elevation of the finished floor *Above Highest Original Immediate Adjacent Grade* as required by the San Joaquin County Ordinance. This is copied from the top section.

The difference is calculated by subtracting the *Minimum Finished Floor Elevation* from *Depth of Fill Material / Fill Structure*. A negative number indicates the finished floor will be below the *Base Flood Elevation*

2b.The second section, right side block, Main Structure / Residence, is filled out by the licensed land surveyor or certified civil engineer.

- The *Highest Original Immediate Adjacent Elevation* is the highest elevation within or immediately adjacent to the proposed structure.
- Fill Material / Fill Structure is the elevation change caused by fill material or proposed structure used to bring the sub structure at or above the *Base Flood Elevation*. Please check the correct term while filling out the form. If neither applies insert zero on line.
- *Minimum M/H Sub-structure Elevation* is the minimum elevation of the substructure not requiring an engineered foundation as required by San Joaquin County Ordinance. This is copied from the top section.
- If you wish to have your foundation located below the base flood elevation. The minimum flood water velocity for the calculations required in ASCE 24-05 is five feet per second.

The difference is calculated by subtracting the *Highest Original Immediate Adjacent Grade Elevation* from the *Fill Material / Fill Structure* and subtracts the *Minimum Manufactured Home Sub-structure Elevation*. A negative number indicates the sub-structure will be below the Base Flood Elevation. San Joaquin County Ordinance requires non-engineered foundations to be at or above the base flood elevation for habitable space.

3. The third section, Water Tank / Equipment, is filled out by the licensed land surveyor or certified civil engineer.

- The *Highest Original Immediate Adjacent Elevation* is the highest elevation within the confines, or is adjacent to the proposed water tank/equipment pad.
- *Depth of Fill Material or Fill Str*ucture is the elevation change caused by fill material or proposed structure used to bring the tank/equipment above the *Base Flood Elevation*.
- Please circle the correct term when filling out the form, or if neither, insert zero on line.
- *Minimum Equipment Elevation* is the minimum unrestrained elevation of the tank/equipment as required by the San Joaquin County Ordinance. This is copied from the top section.
- If the water tank/equipment is preexisting or None will be place on site, leave this section blank and check the **Pre-Existing** or **None** box.

The difference is calculated by subtracting the *Minimum Equipment Elevation*. from *Depth of Fill Material / Fill Structure*. A negative number indicates the finished floor will be below the *Base Flood Elevation*. San Joaquin County Ordinance requires the tank to be anchored.

4. The fourth section, <u>Propane / Butane / Fuel Tank / Equipment</u>, is filled out by the licensed land surveyor or certified civil engineer.

- The *Highest Original Immediate Adjacent Elevation* is the highest elevation within the confines, or is adjacent to the proposed tank pad.
- *Depth of Fill Material / Fill Structure* is the elevation change caused by fill material or proposed structure used to bring the tank above the Base Flood Elevation.
- Please circle the correct term when filling out the form, or if neither, insert zero on line.
- *Minimum Equipment Elevation* is the minimum unrestrained elevation *Above Highest Original Immediate Adjacent Grade* of the tank as required by San Joaquin County Ordinance. This is copied from the top section.
- If the Water Tank **is** preexisting or will be place on site, leave this section blank and check the **Pre-Existing** or **None** box.

The difference is calculated by <u>subtracting</u> the *Minimum Equipment Elevation*. from *Depth of Fill Material / Fill Structure*. A negative number indicates the finished floor will be below the *Base Flood Elevation*. San Joaquin County Ordinance requires the tank to be anchored.

5. The bottom section is for the certifier to complete and to wet stamp in the **<u>Place Seal Here</u>** block.

Owner must sign at bottom of form once it has been completed by the certifier.

Flood Control Preliminary Elevation Certificate

FM-1 AO/1M AO

1. APN _____ **Date** _____

Check Form Used

Flood Zone _____ FM-1 AO ☐ FM-1 AO M ☐

Base Flood Elevation *or* Depth *(Circle one)* _____ *Above Highest Original Immediate Adjacent Grade* (AHOIAG)*

Minimum M/H Substructure Elevation _____ *Above Highest Original Immediate Adjacent Grade*

Minimum Equipment Elevation _____ *Above Highest Original Immediate Adjacent Grade*

Minimum Finished Floor Elevation _____ *Above Highest Original Immediate Adjacent Grade**

Signature _____

ASCE Structure Classification _____

ASCE Minimum Floor Elevation *(*DFE*) _____ **(Design Flood Elevation)*

The information below must be signed and sealed by a licensed land surveyor or qualified civil engineer authorized by law to certify elevation information. I certify that the information on this sheet represents my best effort to interpret the data available. *(See instruction sheets for details on completing this form).*

Main Structure / Residence / Addition

2a. Datum _____ AHOIAG ☐

Original Highest Adjacent El. _____

Depth of Fill Material/Structure _____ *(Circle one)*

Min.Finished Floor El. _____

Difference

2b. Datum _____ AHOIAG ☐

Original Highest Adjacent El. _____

Depth of Fill Material/Structure _____ *(Circle one)*

Min. M/H Substructure El. _____

Difference

(Complete this section for Manufactured Structures)

3. Water Tank / Equipment

Datum _____ ☐ Preexisting ☐ None

Original Highest Immediate Adj. Elev. _____

Depth of Fill Material/Structure _____ *(Circle one)*

Minimum Equipment Elevation _____

Difference

4. Propane / Butane / Fuel Tank

Datum _____ ☐ Preexisting ☐ None

Original Highest Immediate Adj. Elev. _____

Depth of Fill Material/Structure _____ *(Circle one)*

Minimum Equipment Elevation _____

Difference

5. Certifiers Name Company Name

Title License Number

Address

City State Zip Code

Telephone Cell

Signature Date

PLACE SEAL HERE

Owner Signature _____ Date _____

The purpose of these instructions is to aid San Joaquin County residents that need to record a Declaration of Restrictions prior to scheduling a final inspection.

No modifications shall be made to the Declaration of Restrictions other than filling in the provided blank spaces. San Joaquin County Flood Management will not accept a modified Declaration of Restrictions.

First page

1. Under the Title, first blank is the date the Declaration is recorded at the San Joaquin County Recorder's Office.
2. The second blank (The one on the second line of the first paragraph) is the name of the property owner(s).
3. The first blank in the third paragraph is for the correct address of the structure, if one has been assigned. If no address has been assigned to the structure the address of the main structure on the parcel is placed in the blank.
4. The second blank in the third paragraph is to be filled with the San Joaquin County Assessor's parcel number.
5. End of the third paragraph reference is made to Exhibit "A". Exhibit "A" is a copy of the current *Deed* for the property on which the structure is built. Clearly mark the deed as Exhibit "A" prior to recordation and temporally attach to the back of the Declaration of Restrictions.
6. The fourth paragraph makes reference to Exhibit "B". Exhibit "B" is a site plan on an 8.5 by 11 inch sheet of paper showing the parcel and all structures on the parcel with the structure or addition for which the Declaration of Restrictions is required clearly delineated. Clearly mark the site plan as Exhibit "B" prior to recordation and temporarily attach to the back of the Declaration of Restrictions.

Third page

1. The first blank below the "IN WITNESSOF" paragraph is for the signature of the Declarant (Owner of the property).
2. The second blank below the "IN WITNESSOF" paragraph is for the printed/typed name of the Declarant.
3. The third and fourth blanks under the "IN WITNESSOF" paragraph are for the address of the Declarant.
4. Below the area called "DECLARANTS" is where any additional signatures, names and addresses should be placed. If additional space is needed, use a separate sheet.

Fourth page

1. The fourth page is used by the San Joaquin County Recorders office.

Take the completed and notarized form to the San Joaquin County Recorder's Office.

Information Sheet for Parcels Bisected by Special Flood Hazard Areas

2009

The purpose of this information is to help the San Joaquin County citizens in their efforts to apply for a building permit for a property that is partially covered by a Special Flood Hazard Area (SFHA), and the proposed structure is in close proximity to the flood hazard area.

Proposed structures that are known to be within a SFHA do not need to meet these requirements.

The map/site plan shall be drawn by a licensed land surveyor or civil engineer.

The property lines, waterways, levees, existing and proposed structure locations, and all SFHAs that are located on the property shall be delineated and certified (wet stamped).

The drawings shall be drawn using CAD software on a standard 24 inch by 36 inch sheet. Number of copies and formatting as follows:

AGRICULTURAL/RESIDENTIAL

- San Joaquin County Community Development Department requires two (2) copies of the site plans for agricultural or residential permits.
- One electronic (1) copy of the site plan is kept by owner of the property for their records.
- One (1) copy of site plan, in PDF format, is to be submitted to San Joaquin County Department of Public Works, Flood Management on a disc (CD) for our records.

COMMERCIAL

- San Joaquin County Community Development Department requires three (3) copies of the site plan are required for commercial or industrial permits.
- One (1) copy of site plan is kept by owner of the property for their records.
- One electronic (1) copy of site the plan, in PDF format, is to be submitted to San Joaquin County Department of Public Works, Flood Management on a disc (CD) for our records.

Substantial Improvement of Residential Buildings in Special Flood Hazard Areas

(This general Information may not apply to all situations.)

General Information

1. **Vertical additions to structures** (adding a 2nd or 3rd story) with the finished floor elevation of the existing structure below the Base Flood Elevation (BFE) require that the finished floor of the structure be elevated to one (1) foot above the BFE to meet current floodplain management standards the cost of improvement project qualifies as a substantial improvement.

2. **Lateral additions or renovations** to structures built with finished floor elevations below the BFE are limited in size and scope by the substantial improvement rule before the finished floor of the structure must be elevated to one (1) foot above the BFE to meet current floodplain management standards.

3. **The substantial improvement rule** states that if the cost of the improvement project equals or exceeds 50% of the market value of the structure, the structure must be elevated to meet current floodplain management standards. (See NFIP Floodplain Management Requirements, 44 CFR 59.1.1)

4. **To determine if the proposed project is a substantial improvement** several documents pertaining to the market value of the structure and the cost of the project must be submitted; the residential building record, construction cost estimate, and an appraisal of the structure.

Residential Building Record:

1. **The residential building record** for the property must be requested from the County Assessor using a letter provided by Flood Management.

2. **Only building records hand-delivered** by assessor personnel or faxed directly to Flood Management will be accepted.

Construction Estimate:

1. **A construction cost estimate** completed and signed by a licensed contractor, on the contractor's letterhead, must be submitted to Flood Management.

2. **The estimate must be detailed and itemized,** listing labor and material costs on separate lines and itemizing at least each major element of the construction. (See Detailed Project Cost List for Substantial Improvement Analysis).

3. **The estimate must include all costs** to complete the project, to include finish work. See attachment 2.

4. **Donated labor and materials** must be included in the estimate with a cost reflecting their market value.

Appraisal of Structure:

1. Flood Management may request an appraisal of the structure, completed by a licensed appraiser, to obtain an accurate market value of the structure.

2. **The appraisal should pertain only to the structure**. The value of the land, detached buildings and landscaping should be excluded from the appraisal. Any value resulting from the location of a property should be attributed to the value of the land and not the structure. See attachment 2 for a full list of excluded items.

ITEMS TO BE INCLUDED

All structural elements including

- Spread or continuous foundation footings and pilings
- Monolithic of other types of concrete slabs
- Bearing walls, tie beams and trusses
- Floors and ceilings
- Attached decks and porches
- Interior partition walls
- Exterior wall finishes (brick, stucco, and siding) including painting and moldings
- Windows and doors
- Re-shingling or retiling roof
- Hardware

All interior finishing elements including

- Tiling, linoleum, stone, or carpet over subflooring
- Bathroom tiling and fixtures
- Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc)
- Kitchen, utility and bathroom cabinets
- Built in bookcases, cabinets, and furniture
- Hardware

All utility and service equipment, including

- HVAC equipment
- Plumbing and electrical services
- Light fixtures and ceiling fans
- Security Systems
- Built-in kitchen appliances
- Central vacuum systems
- Water filtration, conditioning, or recirculation systems

Cost to demolish storm-damaged structure components

Labor and other costs associated with moving or altering undamaged building components o accommodate improvement or additions

Overhead and profits

ITEMS TO BE EXCLUDED

Plans and specifications

Survey costs

Permit fees

Post-storm debris removal and clean up

Outside improvements, including:

- Landscaping
- Sidewalks
- Fences
- Yard lights
- Swimming pools
- Screened pool enclosures
- Detached structures (including garages, sheds and gazebos)
- Landscape irrigation systems