

Elevation Certificate Guidelines

*** The FEMA Elevation Certificate has changed as of February 28, 2006. These Guidelines have been updated to reflect the new Elevation Certificate.*

This handout was developed to assist in filling out the required elevation certification for structures built in a floodplain. This certification form is not only necessary for documenting compliance with floodplain regulations but also for property owners to obtain accurate flood insurance premiums. Call (970) 221-6700 if you have questions or would like to discuss specific projects.

Submittal Requirements

- There will be a hold placed on the CO until the elevation certificate is completed and approved by the City. The structure cannot be occupied until this form has been approved.
- This form is to be used for both FEMA Basin (including the Poudre River) and City Basin floodplains. Details of how to fill out this form when the property is in a City Basin floodplain are included below.
- Submit a form that has an original signature and stamp on it. The person who surveys the structure must be the one who stamps the form.
- Submit the form at least two weeks in advance of when you want to obtain the CO. The form will probably be returned at least once for corrections. Please plan accordingly.

Tips for Completing the Certificate

- Please follow all of the instructions provided with the elevation certificate. The form is very detailed and must be filled out in a very specific way to be accepted. (Use appropriate attached “Tip Sheet” when filling out the form.)
- FEMA has prepared an online tutorial (<http://training.nfipstat.com/ecsurveyor/>) to help surveyors and engineers learn more about the elevation certificate.
- The Elevation Certificate is available online at: <http://www.fema.gov/pdf/nfip/elvcert.pdf>.
- Please call 221-6700 if you have any questions as you work through the form. We would be happy to help you.

Step 1. Determine if the structure is in a:

- A. FEMA Basin floodplain (Spring Creek, Dry Creek, Boxelder Creek, Cooper Slough)
OR the Poudre River Floodplain
- B. City Basin floodplain (Old Town, West Vine, Canal Importation, Fossil Creek, Mail Creek, McClellands Creek, Foothills)

Step 2. Based on your answer in Step 1, use the appropriate attached Tip Sheet (A or B).

Tip Sheet A

For Structures in a FEMA-Basin Floodplain or the Poudre River

For regulatory purposes there may be two flood elevations that are being used – one from FEMA the other from the City. All information on the Elevation Certificate completed by the engineer or surveyor must be filled using only the FEMA information. This is because the FEMA information is what is used for insurance purposes. However, the City will compare the certified survey elevations for the structure to verify compliance with the City floodplain requirements.

Section A

- 1-4. Fill in all information.
5. **Lat/Long:** now required by FEMA
6. **Photos:** not required by the City, but will be needed if purchasing insurance
7. **Building Diagram Number:** Choose the appropriate diagram number from the diagrams shown in the instructions. Read the descriptions of the building diagrams carefully. A building with a crawl space that is sub-grade on all sides is the same as a building with a basement.
8. **Crawl Space or Enclosure:** If this does not apply fill in “0” in all blanks.
9. **Attached Garage:** If this does not apply fill in “0” in all blanks.

Section B

1. **NFIP Community Name and Number :** City of Fort Collins 080102
2. **County Name:** Larimer
3. **State:** Colorado
4. **NFIP Map and Panel Number.** This is the 10-digit number on the FIRM.
5. **Suffix:** F or G
6. **FIRM Index Date:** June 17, 2008. See FIRM Index map to confirm.
7. **FIRM Panel Effective/Revised Date:** Date that is listed on the FIRM. Should be 12-19-2006, 6-17-2008 or later. This is not the date of a LOMR.
8. **Flood Zones:** List the FEMA flood zone(s) the structure is in.
9. **Base Flood Elevation:** List the base flood elevation from the FIRM. The Base flood elevation should be determined at the upstream end of the structure. This information can be found on the approved floodplain use permit. The BFE should be on the NAVD 88 datum.
10. **Source of Base Flood Elevation Info:** This should generally be either the “FIRM” or “FIS Profile”.
11. **Elevation Datum for BFE:** Answer is NAVD 88.
12. **In Coastal Barriers Resource System:** Check NO.

Section C

1. **Elevations based on:** Must be based on finished construction.
2. **Elevations:**
Benchmark used: Fill in the benchmark number. This benchmark must be one that is listed in the July 2003 Memorandum from Wally Muscott, City Surveyor, regarding the City of Fort Collins Vertical Control. Fill in the elevation of the benchmark in Section D’s comment section on the back of the certificate.

Datum Used: Should be NGVD 1929, which is the same as the Fort Collins Benchmark System datum.

Conversion/Comments: There is a +3.0 ft conversion between NGVD 1929 and the NAVD 88 that is used on the FIRMs. (NGVD 29 + 3.0 ft. = NAVD 88)

Blanks a-g: Fill in the elevation for parts a to g. For blanks a-g, if something does not apply, fill in “NA”. All blanks must be completed. Fill in blanks in NAVD 88.

Certificate must be stamped with your stamp in the designated box.

Section D

- Complete all information.
- In Comments Section - Must include elevation of benchmark used for surveying.
- Include any additional necessary clarifications in the comment section. This may include comments about breakaway skirting on mobile homes, equipment that was surveyed for Section C3e, LOMR’s that were issued for the site, additional description of the building, etc.

Section E

- Required only for areas in FEMA Zone AO or Zone A (without BFE).

Section F

Will not be used in Fort Collins.

Section G

City will fill out. This is where the City Floodplain information will be listed.

Tip Sheet B For Structures Only in a City Basin Floodplain

Section A

- 1-4. Fill in all information.
5. **Lat/Long:** not required by the City
6. **Photos:** not required by the City.
7. **Building Diagram Number:** Choose the appropriate diagram number from the diagrams shown in the instructions. Read the descriptions of the building diagrams carefully. A building with a crawl space that is sub-grade on all sides is the same as a building with a basement.
8. **Crawl Space or Enclosure:** If this does not apply fill in "0" in all blanks.
9. **Attached Garage:** If this does not apply fill in "0" in all blanks.

Section B – Many of the items in this section will need to have both FEMA and City Information. The required City information is listed in *italics*.

1. **NFIP Community Name and Number :** City of Fort Collins 080102
2. **County Name:** Larimer
3. **State:** Colorado
4. **NFIP Map and Panel Number.** This is the 10-digit number on the FIRM. *In addition, list the map number from the City Master Plan where the structure is located.*
5. **Suffix:** F or G
6. **FIRM Index Date:** June 17, 2008. See FIRM Index map to confirm.
7. **FIRM Panel Effective/Revised Date:** Date that is listed on the FIRM. Should be 12-19-2006, 6-17-2008 or later. *In addition, list the Master Plan date.*
8. **Flood Zones:** List the FEMA flood zone the structure is in. *In addition, list the City flood designation (100-year) from the Master Plan.*
9. **Base Flood Elevation:** *List the base flood elevation from the Master Plan.* The Base flood elevation should be determined at the upstream end of the structure. This information can be found on the approved floodplain use permit. The BFE should be on the NGVD 29 datum.
10. **Source of Base Flood Elevation Info:** *Mark "Other" and then put the Basin Master Plan name in the blank. (Ex. Old Town Master Plan)*
11. **Elevation Datum for BFE:** Answer is NGVD 1929.
12. **In Coastal Barriers Resource System:** Check NO.

Section C

3. **Elevations based on:** Must be based on finished construction.
4. **Elevations:**
Benchmark used: Fill in the benchmark number. This benchmark must be one that is listed in the July 2003 Memorandum from Wally Muscott, City Surveyor, regarding the City of Fort Collins Vertical Control. Fill in the elevation of the benchmark in Section D's comment section on the back of the certificate.

Datum Used: Should be NGVD 1929, which is the same as the Fort Collins Benchmark System datum.

Conversion/Comments: There should not be a conversion because NGVD 1929 is the same datum as used in the City's Master Plans.

Blanks a-g: Fill in the elevation for parts a to g. For blanks a-g, if something does not apply, fill in "NA". All blanks must be completed. Fill in blanks in NGVD 1929.

Certificate must be stamped with your stamp in the designated box.

Section D

- Complete all information
- In Comments Section - Must include elevation of benchmark used for surveying
- Include any additional necessary clarifications in the comment section. This may include comments about breakaway skirting on mobile homes, equipment that was surveyed for Section C3e, additional description of the building, etc.

Section E

Required only for areas in FEMA Zone AO or Zone A (without BFE).

Section F

Will not be used in Fort Collins

Section G

City will fill out.

Example of Section B for City Basin Floodplains

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number City of Fort Collins 080102		B2. County Name Larimer		B3. State Colorado	
B4. Map/Panel Number 08069C0979 / Sheet 1	B5. Suffix F	B6. FIRM Index Date 12-19-2006	B7. FIRM Panel Effective/Revised Date 12-18-2006 / 7-15-03	B8. Flood Zone(s) X / 100-year	B9. Base Flood Elevation(s) (Zone AO, use base flood depth) 4990.5
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9. <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input checked="" type="checkbox"/> Other (Describe) <u>Old Town Master Plan</u>					
B11. Indicate elevation datum used for BFE in Item B9: <input checked="" type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other (Describe) _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? Designation Date _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					