

# Elevation Certificate Guidelines

*\*\* The 2015 version of the FEMA Elevation Certificate is available and effective through November 30, 2018.*

This handout was developed to assist in filling out the required Elevation Certification for structures constructed in a floodplain. This certification form is necessary for documenting compliance with floodplain regulations and to obtain accurate flood insurance premiums. Please call 970-221-6700 with questions or to discuss specific projects.

## **Submittal Requirements**

- A hold will be placed on the Certificate of Occupancy (C.O.) until the Elevation Certificate is completed and approved by the City.
- A Certificate must be submitted for review at least 2 weeks before the required date for C.O.
- The form may be returned at least once for corrections, and applicants are encouraged to plan accordingly. All reviews by City staff are free of charge.
- The Elevation Certificate is to be used for all floodplains in Fort Collins city limits, including FEMA and City basins. Details of how this form is to be completed in are included below.
- The Elevation Certificate must have a signature and stamp on it (signed and stamped scanned documents are acceptable)

## **Tips for Completing the Certificate**

- Please follow all of the instructions provided with the Elevation Certificate. The form is very detailed and must be completed with very specific information or it cannot be accepted.
- Please use the appropriate “Tip Sheet” (attached) to help in completing the form.
- A good guidance website with video tutorials walking through completing the certificate can be found at <http://floodinsurancetraining.com/surveyors-guide-to-the-ec/>
- The Elevation Certificate and associated instructions are available on-line: <http://www.fema.gov/media-library/assets/documents/160?id=1383>.
- Please call 221-6700 with any questions before submitting the form.

**Step 1.** Determine if the structure is in a:

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

**Step 2.** Based on your answer above, use the appropriate Tip Sheet (A or B). See attached.

**Tip Sheet A**  
**For Structures in a FEMA-Basin Floodplain or the Poudre River**

**Section A**

- 1-4. Complete all information.
5. **Lat/Long:** Required by FEMA; use NAD-83 whenever possible.
6. **Photos:** Necessary for flood insurance purposes only.
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 Diagram 9 unless the distance from the crawlspace floor to the top of the next higher floor is more than 5 feet, or the crawlspace floor is more than 2 feet below the grade on all sides, then it is considered a basement which uses Diagram 2A or 2B.
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:** The 10-digit number on the FIRM.
5. **Suffix:** F, G or H.
6. **FIRM Index Date:** 02-06-2013.
7. **FIRM Panel Effective/Revised Date:** Date that is listed on the FIRM. Please reference the information in **Figure 1** to determine the correct FIRM date.
8. **Flood Zones:** List the FEMA flood zone the structure is in.
9. **Base Flood Elevation:** List the Base Flood Elevation (BFE) from the FIRM. The BFE 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 1988 datum.
10. **Source of Base Flood Elevation Info:** This should generally be either the “FIS Profile” or “FIRM”.
11. **Elevation Datum for BFE:** Answer is NAVD 1988.
12. **In Coastal Barriers Resource System:** Answer is NO.

**Section C**

1. **Elevations based on:** Must be based on finished construction.
2. **Elevations:**

**Benchmark Utilized:** Fill in the benchmark number. This benchmark must be one that is identified on the Fort Collins Ground Control Network maintained by the City Surveyor. Ground Control information can be accessed at <http://www.fcgov.com/gis/maps.php>. Fill in the benchmark elevation in Section D’s comment section on Page 2 of the Certificate.

**Vertical Datum:** Should be NAVD 1988, which is the same as the Fort Collins Ground Control Network datum as of January 1, 2014.

**Indicate Elevation Datum:** NAVD 1988

**Blanks a-h (excluding c):** Fill in the elevation for parts *a-h* in the NAVD 1988 datum. All blanks must be completed, so for areas where something does not apply, fill in “N/A”.

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### **Section D**

- Certifier’s Name through Signature, Date and Telephone Boxes - Complete all information.
- Certificate must be sealed with P.L.S. stamp in the designated box for as-built construction, or P.L.S. / P.E. for design conditions.
- Comments Section; Must include elevation and identification number of the benchmark from the survey data recorded in Section C2.
- Comments Section; Include any additional necessary clarifications in the comment section. This may include comments about breakaway skirting on mobile homes or enclosures, equipment that was surveyed for Section C3e, LOMR’s that were issued for the site, additional description of the building, etc.

### **Section E**

DO NOT COMPLETE (required only for areas in FEMA Zone AO or Zone A without BFE).

### **Section F**

DO NOT COMPLETE.

### **Section G**

DO NOT COMPLETE. This is optional for The City to complete.

**Figure 1 – FIRM Panel Dates for Fort Collins and Larimer County, Colorado**

Panel	Effective Date	Panel	Effective Date	Panel	Effective Date
0875F	December 19, 2006	1088F	December 19, 2006	1186F	December 19, 2006
0900F	December 19, 2006	1089F	December 19, 2006	1187F	December 19, 2006
0950F	December 19, 2006	1093F	December 19, 2006	1188F	December 19, 2006
0957F	December 19, 2006	1094F	December 19, 2006	1189F	December 19, 2006
0960F	December 19, 2006	1103F	December 19, 2006	1193F	December 19, 2006
0967G	May 2, 2012	1104F	December 19, 2006	1194F	December 19, 2006
0970F	December 19, 2006	1108F	December 19, 2006	1201F	December 19, 2006
0975F	December 19, 2006	1109F	December 19, 2006	1202F	December 19, 2006
0976F	December 19, 2006	1113F	December 19, 2006	1213F	December 19, 2006
0977G	June 17, 2008	1114F	December 19, 2006	1214F	December 19, 2006
0978G	May 2, 2012	1116F	December 19, 2006	1275F	December 19, 2006
0979H	May 2, 2012	1117F	December 19, 2006	1277F	December 19, 2006
0981G	June 17, 2008	1118F	December 19, 2006	1280F	December 19, 2006
0982F	December 19, 2006	1128F	December 19, 2006	1281F	December 19, 2006
0983H	May 2, 2012	1136F	December 19, 2006	1282F	December 19, 2006
0984H	May 2, 2012	1137F	December 19, 2006	1284F	December 19, 2006
0986G	May 2, 2012	1141F	December 19, 2006	1301F	December 19, 2006
0987G	May 2, 2012	1142F	December 19, 2006	1325F	December 19, 2006
0992G	May 2, 2012	1151F	December 19, 2006	1350F	December 19, 2006
0994F	December 19, 2006	1152F	December 19, 2006	1375F	December 19, 2006
1001F	December 19, 2006	1154F	December 19, 2006	1381F	December 19, 2006
1003G	May 2, 2012	1161F	December 19, 2006	1400F	December 19, 2006
1011F	December 19, 2006	1162F	December 19, 2006	1405F	December 19, 2006
1012F	December 19, 2006	1166F	December 19, 2006	1410F	December 19, 2006
1013F	December 19, 2006	1167F	December 19, 2006	1415F	December 19, 2006
1014F	December 19, 2006	1168F	December 19, 2006		
1075F	December 19, 2006	1169F	December 19, 2006		

**Tip Sheet B**  
**For Structures Only in a City Basin Floodplain**

**Section A**

- 1-4. Complete all information.
5. **Lat/Long:** Required by the City; use NAD-83 whenever possible.
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 Diagram 9 unless the distance from the crawlspace floor to the top of the next higher floor is more than 5 feet, or the crawlspace floor is more than 2 feet below the grade on all sides, then it is considered a basement which uses Diagram 2A or 2B.
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** – required City-basin specific information is listed herein 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:** 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, G or H.
6. **FIRM Index Date:** 02-06-2013.
7. **FIRM Panel Effective/Revised Date:** Date that is listed on the FIRM. Please reference the information in **Figure 1** to determine the correct FIRM date. *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 BFE from the Master Plan.* The BFE 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 1929 datum.
10. **Source of Base Flood Elevation Info:** *Mark “Other” and then identify the Basin Master Plan name in the blank (i.e. Old Town Master Plan).*
11. **Elevation Datum for BFE:** Answer is NGVD 1929.
12. **In Coastal Barriers Resource System:** Answer is NO.

**Section C**

1. **Elevations based on:** Must be based on finished construction.
2. **Elevations:**
  - Benchmark Utilized:** Fill in the benchmark number. This benchmark must be one that is identified on the Fort Collins Ground Control Network maintained by the City Surveyor. Ground Control information can be accessed at <http://www.fcgov.com/gis/maps.php>. Fill in the benchmark elevation in Section D’s comment section on Page 2 of the Certificate.
  - Vertical Datum:** Should be NAVD 1988, which is the same as the Fort Collins Ground Control Network datum as of January 1, 2014.
  - Indicate Elevation Datum:** NAVD 1988

**Blanks a-h (excluding c):** Fill in the elevation for parts *a-h* in the NAVD 1988 datum. All blanks must be completed, so for areas where something does not apply, fill in “N/A”.

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**Section D**

- Certifier’s Name through Signature, Date and Telephone Boxes - Complete all information.
- Certificate must be sealed with P.L.S. stamp in the designated box for as-built construction, or P.L.S. / P.E. for design conditions.
- Comments Section; Must include elevation and identification number of the benchmark from the survey data recorded in Section C2.
- Comments Section; Include any additional necessary clarifications in the comment section. This may include comments about breakaway skirting on mobile homes or enclosures, equipment that was surveyed for Section C3e, additional description of the building, etc.

**Section E**

DO NOT COMPLETE (required only for areas in FEMA Zone AO or Zone A without BFE).

**Section F**

DO NOT COMPLETE.

**Section G**

DO NOT COMPLETE. This is optional for The City to complete.

**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 7	B5. Suffix H	B6. FIRM Index Date 02-06-2013	B7. FIRM Panel Effective/Revised Date 02-06-2013 / 07-15-2003	B8. Flood Zone(s) X / 100-year	B9. Base Flood Elevation(s) (Zone AO, use base flood depth) 4970.6
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)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

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1011F	December 19, 2006	1162F	December 19, 2006	1405F	December 19, 2006
1012F	December 19, 2006	1166F	December 19, 2006	1410F	December 19, 2006
1013F	December 19, 2006	1167F	December 19, 2006	1415F	December 19, 2006
1014F	December 19, 2006	1168F	December 19, 2006		
1075F	December 19, 2006	1169F	December 19, 2006		