

COMMUNITY LETTER HEAD

DATE

ADDRESS OF OWNER

Dear Property Owner:

As a result of the recent flooding <Your Community Name> staff will be inspecting buildings throughout the community as required by the Federal Emergency Management Agency (FEMA), the Department of Natural Resources (DNR) and <Community Ordinance Section>, of the <Community Name> Floodplain Ordinance to conduct substantial damage assessments on all floodplain residences and business. These inspections apply to all structures within the Special Flood Hazard Area (SFHA) as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) or other floodplain maps as adopted by <Community Name>.

The inspectors will require approximately 30 minutes to inspect for exterior and interior damage. After the County has completed the determination process, a written determination will be mailed to the owners of the inspected structures. All residences and businesses having sustained substantial damage are required to comply with state and local floodplain regulations.

Please be advised that all repairs, reconstruction and new construction are subject to the provisions of the <Community Name> and will require permits. Enclosed you will find a Zoning/Setback Permit Application and Floodplain Estimate Worksheet. Please complete both forms and return them to the <Community Name> Zoning/Building Department. Be sure to list the cost of labor and materials for all repairs or reconstruction that is needed to restore your structure to a pre-flood condition. Any labor conducted by the homeowner must also include the average labor cost for completing the work. Construction activities that are undertaken without permits are violations and may result in legal actions.

(Optional) Please note there will be no cost for permits. <Community Name> has waived the fees for any structure damaged by the flooding. If you do not have any interior or exterior damage, please state that on the "Floodplain Permit Estimate" sheet, sign and date it and return it to our office.

Damage evaluations will be conducted over the next few weeks. To set up an appointment or ask questions; please call <Phone Number> between the hours of 8:00 AM and 4:30 PM, Monday through Friday.

We thank you in advance for your cooperation in this matter.

Sincerely,

Mary Smith
<Community Name>
Department of Planning and Zoning/Building Inspections
888-999-0000
Mary.Smith@floodville.wi.gov

Cc:

COMMUNITY LETTERHEAD

DATE

ADDRESS OF TOWN

Dear Town of

<Community Name> Planning and Zoning is notifying Towns about the required permit process for all homes located in a mapped floodplain area that experienced flooding.

As a result of the recent flooding <Community Name> staff is required by the Federal Emergency Management Agency (FEMA), the Department of Natural Resources (DNR) and <Section of Floodplain Ordinance>, of the <Community Name> Floodplain Ordinance to conduct substantial damage assessments on all floodplain residences and business.

The inspectors will require approximately 30 minutes to inspect for exterior and interior damage. After the County has completed the inspection, a written determination will be mailed to the owners.

Please be advised that all repairs, reconstruction and new construction are subject to the provisions of the <Community Name> and will require permits. Construction activities that are undertaken without permits are violations and may result in legal actions. If the structure is not within a Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) floodplain permit is not needed from our office to complete interior work. However, please have the owners contact our office to ensure any structural repairs have the proper permits from our office.

Our office will be contacting the Town Assessor for equalized assessed value of the structures within the mapped floodplain. This is required by the County's floodplain ordinance provisions to complete and floodplain permit.

Please note there will be no cost for permits to the landowners for flood damage repair work (Optional). Once our office has completed the inspections, we will notify the Town of landowners needing County floodplain permits. If landowners and/or contractors contact the Town seeking permits, please send them to the Planning and Zoning Department to determine if a zoning permit is needed from our office.

Thank you for your cooperation in this issue. If you have any further questions, please contact <staff name and contact information>.

Sincerely,

<Community Name> Planning & Zoning Department

CC: [Name], Town Chairperson
[Name], Town Assessor
[Name], Town Building Inspector

COMMUNITY LETTERHEAD

Second Notice

DATE

ADDRESS

Dear Property Owner:

This is a follow up letter to the letter sent on <DATE>. As a result of the recent flooding <Community Name> staff is required by the Federal Emergency Management Agency (FEMA), the Department of Natural Resources (DNR) and <Section Number of Ordinance>, of the <Community Name> Floodplain Ordinance to conduct substantial damage assessments on all structures located in the Special Flood Hazard Areas (SFHA) as shown within the Special Flood Hazard Area (SFHA) as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) or other floodplain maps as adopted by <Community Name>.

If our office does not complete an interior inspection of the home, we are required to do an estimated substantial damage assessment from exterior observations such as heights of water lines and observation from neighboring properties. All substantial damage reports will be submitted to FEMA and DNR.

If you wish would avoid an exterior estimation of your structure, please contact us at call 888-999-0000 between the hours of 8:00 AM and 4:30 PM, Monday through Friday to set up an appointment for an interior inspection of your structure. The inspection requires approximately 30 minutes to inspect for exterior and interior damage. After the County has completed the determination process, a written determination will be mailed to you for review. Any structures having sustained substantial damage will be required to comply with <Community Name> Floodplain Ordinance.

Please be advised that all repairs, reconstruction and new construction are subject to the provisions of the <Community Name> and will require permits. Enclosed you will find a Zoning/Setback Permit Application and Floodplain Estimate Worksheet. Please complete both forms and return them to the <Community Name> Zoning/Building Department. Be sure to list the cost of labor and materials for all repairs or reconstruction that is needed to restore your structure to a pre-flood condition. Any labor conducted by the homeowner must also include the average labor cost for completing the work. Construction activities that are undertaken without permits are violations and may results in legal actions.

(Optional) Please note there will be no cost for permits. <Community Name> has waived the fees for any structure damaged by the flooding.

If you have any questions on this issue, please contact me at (888) 999-0000

Sincerely,

Mary Smith
<Community Name>
Department of Planning and Zoning/Building Inspections
888-999-0000
Mary.Smith@floodville.wi.gov

Cc:

COMMUNITY LETTERHEAD

Town of {Town Name}

Property Owner: [Name and Address]

Site Address: _____

Tax Parcel Number: _____

Equalized Assessed Value of the Residence: \$_____

Town Representative Signature or Town Stamp

COMMUNITY LETTERHEAD

DATE

ADDRESS OF OWNER

Dear Property Owner:

We have reviewed your recent application for a permit to [describe proposed improvement/addition] for the existing residential structure located at [Insert structure address].

The <Planning & Zoning Office> has determined that this structure is located within a mapped Special Flood Hazard Area (SFHA) on the Flood Insurance Rate Map (FIRM), Panel 0000, with an effective date of August 2, 2011. As required by our <Community Name> Floodplain Zoning Ordinance, we have evaluated the proposed work and determined that it constitutes Substantial Improvement (SI) of the building. This determination is based on a comparison of the cost estimate of the proposed work to the equalized assessed value of the structure (excluding land value). When the cost of improvements equals or exceeds 50 percent of the equalized assessed value of the structure, the work is considered to be Substantial Improvement (SI) under the requirements of the National Flood Insurance Program (NFIP) and the <Community Name> Floodplain Zoning Ordinance.

As a result of this determination, you are required to bring the building into compliance with the <Community Name> Floodplain Zoning Ordinance provisions.

We would be pleased to meet with you and your designated representative (architect/builder) to discuss the requirements and potential options for bringing the structure into compliance. The lowest floor of the structure must be elevated to at above the Flood Protection Elevation (FPE) most significant requirement is that the lowest floor must be elevated to or above the base flood elevation (BFE), as defined in the ordinance, on the FIRM. 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.

Please resubmit your permit application along with plans and specifications that incorporate compliance measures. Construction activities that are undertaken without a proper permit are violations and may result in citations, fines, the removal of the non-compliant construction, or other legal action.

If you have any questions regarding this issue, please contact me at (888) 999-0000.

Sincerely,

Mary Smith
<Community Name>
Department of Planning and Zoning/Building Inspections
888-999-0000
Mary.Smith@floodville.wi.gov

Cc:

COMMUNITY LETTERHEAD

DATE

ADDRESS

RE: Notice of Substantial Damage Estimation at [SITE ADDRESS].

Dear <OWNER>:

This is a follow-up letter to previous correspondence that we sent regarding the recent flooding and its potential impact to your structure. A detailed report of the damage incurred is included with this letter. Damages listed below do not include previous flood damage or improvements and the Equalized Assessed Value (EAV) only refers to the structure that was inspected.

Community Number:	<170XXX>
Parcel Zone Information:	Zone <zone>
Equalized Assessed Value:	\$<Value>
Flood Damage:	
September 2019	\$<Value>
Total damages	\$<Value>
Percent Damaged:	<Value%>
Ordinance Requirement:	Mitigation (elevation, removal)

As a result of the required investigations regarding flood damage sustained to structure located within the Special Flood Hazard Area (SFHA) of <Community Name>; we have determined that this structure located at <ADDRESS> has been damaged in excess of 50% of it's equalized assessed value and is **substantially damaged**, therefore, it must be brought into compliance with the <Community Name> Floodplain Ordinance prior to any repair or reconstruction. For this structure to be in compliance with the ordinance, the structure must be elevated, moved outside the floodplain or demolished.

We would be pleased to meet with you and your designated representative (architect/builder) to discuss the requirements and potential options for bringing the structure into compliance. The lowest floor of the structure must be elevated to at above the Flood Protection Elevation (FPE) most significant requirement is that the lowest floor must be elevated to or above the base flood elevation (BFE), as defined in the ordinance, on the FIRM. 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.

Construction activities that are undertaken without a proper permit are violations of the <Community Name> Floodplain Ordinance and may result in citations, fines, the removal of the non-compliant construction, or other legal action.

(OPTIONAL) Appeals to the Board of Adjustment/Appeals may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the zoning administrator or other administrative officer. Such appeal shall be taken within 30 days of the date of this decision.

(OPTIONAL) An option you may wish to explore is the Flood Mitigation Program managed by the <Community Name> Emergency Management office. This voluntary program has provided money to purchase at risk properties with homes at pre-flood values. The amount of money that may become available has yet to be determined; however, these “substantially damaged” would be the highest priority especially if it is your principal residence. With participation in that program, we would work with you on the time limit for removal. The department and contact number for the flood mitigation purchase program is the Emergency Government office at (888) 999-0000. Otherwise, contact this department at (888) 999-0000 for any other questions pertaining to this matter. You may also check your flood insurance policy for any assistance it provides.

If you have any questions regarding this issue, please contact me at (888) 999-0000.

Sincerely,

Mary Smith
<Community Name>
Department of Planning and Zoning/Building Inspections
888-999-0000
Mary.Smith@floodville.wi.gov

Cc:

COMMUNITY LETTERHEAD

DATE

ADDRESS OWNER

RE: Notice of Substantial Damage Estimation at [SITE ADDRESS].

Dear <OWNER>:

This is a follow-up letter to previous correspondence that we sent regarding the recent flooding and its potential impact to your structure. A detailed report of the damage incurred is included with this letter. Damages listed below do not include previous flood damage or improvements and the Equalized Assessed Value (EAV) only refers to the structure that was inspected.

Community Number:	<170XXX>
Parcel Zone Information:	Zone <zone>
Equalized Assessed Value:	\$<Value>
Flood Damage:	
September 2019	\$<Value>
Total damages	\$<Value>
Percent Damaged:	<Value%>

As a result of the required investigations regarding flood damage sustained to structures located within the floodplain of <Community Name>; we have determined the dwelling located at <ADDRESS> has not been substantially damaged in excess of 50% of its equalized assessed value. However, the structure did receive damage as a result of flood waters, which means this report must be kept on file and any future flood damage will be added to this amount. Once a structure reaches 50% of its equalized assessed value, the structure must be brought into compliance with floodplain regulations.

Before any repairs and/or reconstruction can take place, a Zoning and Land Use permit is required. With this application please include an itemized list of all repairs/reconstruction including cost of labor and materials. Review and approval of this permit is required prior to repairs or construction taking place. Another determination will be required to determine all improvements proposed will result in substantial improvements, which would require the structure to come into compliance with the floodplain ordinance.

Construction activities that are undertaken without a proper permit are violations of the <Community Name> Floodplain Ordinance and may result in citations, fines, the removal of the non-compliant construction, or other legal action.

It is advisable for you as an owner of a structure that is subject to flooding to take measures to protect yourself. Number one is to purchase flood insurance to help you in cases of flood damage. Number two is to explore measures to elevate your home to prevent against future damage that exceeds 50% of the equalized assessed value.

(OPTIONAL) Appeals to the Board of Adjustment/Appeals may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the zoning administrator or other administrative officer. Such appeal shall be taken within 30 days of the date of this decision.

(OPTIONAL) An option you may wish to explore is the Flood Mitigation Program managed by the <Community Name> Emergency Management office. This voluntary program has provided money to purchase at risk properties with homes at pre-flood values. The amount of money that may become available has yet to be determined; however, these “substantially damaged” would be the highest priority especially if it is your principal residence. With participation in that program, we would work with you on the time limit for removal. The department and contact number for the flood mitigation purchase program is the Emergency Government office at (888) 999-0000. Otherwise, contact this department at (888) 999-0000 for any other questions pertaining to this matter. You may also check your flood insurance policy for any assistance it provides.

If you have any questions regarding this issue, please contact me at (888) 999-0000.

Sincerely,

Mary Smith
<Community Name>
Department of Planning and Zoning/Building Inspections
888-999-0000
Mary.Smith@floodville.wi.gov

Cc:

COMMUNITY LETTERHEAD

DATE

Dear Town of [Name of Town]:

<Community Name> Planning and Zoning has completed inspecting flood damage homes within your township.

Please find enclosed, letters to all residents within your township that received flood damage. These numbers are not final as the residents do have an opportunity to challenge the determination.

However, damage did occur at these addresses which means no interior or exterior work is permitted prior to review and approval from the <Community Name>. (OPTIONAL) There is no fee for the permit, but the cost of work must be recorded and kept on file.

If landowners and/or contractors contact the Town seeking permits, please send them to the Planning and Zoning Department to determine if a zoning permits are needed from our office.

Thank you for your cooperation in this issue. If you have any further questions, please contact <staff name and contact information>.

Sincerely,

Mary Smith

<Community Name> Planning & Zoning Department

CC: [Name], Town Chairperson
[Name], Town Assessor
[Name], Town Building Inspector

FLOOD DAMAGE CALLS

Name of Property Owner: _____

Site Address: _____

Telephone Number: _____

Date of Telephone Call: _____

Message: _____

Info. to Convey:

- Web Page Address
- Letter & permit app. to be sent out DATE
- Substantial damage inspections
- Substantial damage notifications
- Permitting

FLOOD DAMAGE CALLS

Name of Property Owner: _____

Site Address: _____

Telephone Number: _____

Date of Telephone Call: _____

Message: _____

Info. to Convey:

- Web Page Address
- Letter & permit app. to be sent out DATE
- Substantial damage inspections
- Substantial damage notifications
- Permitting

JEFFERSON COUNTY ZONING DEPARTMENT
(920) 674-7524
FLOOD DAMAGE REPORTING REQUIREMENTS

**NOTICE TO OWNERS OF PROPERTIES IN UNINCORPORATED
AREAS OF JEFFERSON COUNTY.**

**ALL OWNERS OF FLOOD DAMAGED STRUCTURES ARE REQUIRED
BY FEDERAL, STATE & COUNTY LAW TO REPORT ANY DAMAGE TO
THE JEFFERSON COUNTY ZONING DEPARTMENT.**

Before starting any repairs or reconstruction on flood-damaged structures, a Zoning & Land Use Permit is required to be submitted to Jefferson County Zoning Department. Click here for further information. ([Link to Letter](#))
([Link to Permit Application](#))

SUBSTANTIAL DAMAGE INSPECTIONS:

The Jefferson County Zoning Department is required by FEMA, DNR, and the Jefferson County Floodplain Ordinance to conduct substantial damage assessments of principal structures damaged by flooding (homes & business). These inspections will be conducted as soon as conditions allow access.

Substantial damage is defined as “Damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the equalized assessed value of the structure before the damage occurred.”

In the floodway, substantially damaged structures must be removed and shall not be repaired or reconstructed.

In the flood fringe, you may be able to repair/reconstruct your residence if ordinance provisions can be met. If you have any questions, please feel free to contact us at:

(920) 674-7131 – Bruce Haukom, Zoning & Planning Director
(920) 674-7113 – Rob Klotz, Zoning Technician
(920) 674-8638 – Michelle Staff, Zoning Technician