

SAMPLE SUBSTANTIAL DAMAGE DETERMINATION LETTER

Community's Letterhead

Date

John & Jane Q. Public
1234 Flooded-By-The-River Road
Floodville, Mo 61000

RE: Substantial Damage Evaluation - 1234 Flooded-By-The-River Road

Dear Mr. and Mrs. Public,

Subsequent to the recent flooding event, a damage assessment has been completed on the property referenced above. This is a part of the **City of Floodville's** floodplain management responsibilities in order to maintain the availability of flood insurance and disaster assistance to residents. The following information relates to the address referenced above:

| | |
|--------------------------|----------------------|
| Community Name: | Floodville, Missouri |
| Flood Damage Timeframe: | June, 2022 |
| Parcel Zone Information: | Zone AE |
| Total Damages: | \$65,000 |
| Fair Market Value: | \$100,000 |
| Percent Damaged: | 65.0% |

The determination is that this structure is declared **Substantially Damaged** and must be brought into compliance with the **City of Floodville's** Floodplain Ordinance prior to repair and reoccupation. For this structure to be in compliance with the ordinance, the structure must be elevated, moved outside the floodplain or demolished.

Building inspections, **Floodplain Development Permits**, and an **Elevation Certificate** will be required prior to occupancy. This structure may **NOT** be occupied until these corrections are made. Please contact this office at your earliest convenience to make an appointment to discuss your upcoming project.

If you have any additional questions, feel free to give me a call: xxx- xxx-xxxx.

Sincerely,

Floodplain Administrator
City of Floodville
Address:
Phone Number

SAMPLE NOT SUBSTANTIALLY DAMAGED DETERMINATION LETTER