Substantial Damage Determination Appeal

Any property owner appealing a determination of Substantial Damage must submit this form along with the required documentation to FMO. FMO will send a written response to the owner’s address.

Property Information

COH Project No.: __________________________________________________________
Street Address: __________________________________________________________
City & Zip Code: __________________________________________________________
HCAD Parcel No.: _________________________________________________________
Date of Damage: __________________________________________________________

Owner Information

Name of Owner(s): _________________________________________________________
Owner’s Phone/Cell: _______________________________________________________
Owner’s Address: _________________________________________________________
Owner’s email: __________________________________________________________

Appeal Justification (check one, complete percentage of damage calculation, if applicable)

☐ Existing structure complies with Chapter 19 elevation and performance standards.
☐ Structure has been modified or demolished to comply with Chapter 19 elevation and performance standards post-damage.
☐ Based on provided documentation of total cost to repair the structure to pre-damage condition and market value of the structure, the structure is not substantially damaged.

Total cost of Repair $________________ ÷ Market Value of Structure $______________ x 100

= Percentage of Damage _________________%
Substantial Damage Determination Appeal

Documentation Attached (check appropriate items)

<table>
<thead>
<tr>
<th>Option</th>
<th>Repair Cost</th>
<th>Value of Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>Flood Damage Repair Form (see attached)</td>
<td>Flood Damage Repair Form (see attached)</td>
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<td>-OR- HCAD Summary (<a href="http://www.hcad.org">www.hcad.org</a>) – (FMO can provide this for you)</td>
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<tr>
<td>2</td>
<td>NFIP Proof of Loss or Final Report including attached detailed itemized cost estimate</td>
<td>NFIP Proof of Loss or Final Report</td>
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<tr>
<td>3*</td>
<td>Project Cost Estimate Form (see attached)</td>
<td>HCAD Summary (<a href="http://www.hcad.org">www.hcad.org</a>) – (FMO can provide this for you)</td>
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<td>-OR- Private Appraisal of Pre-Damage Market Value of Structure Only (from an appraiser licensed in the State of Texas)</td>
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<td>4</td>
<td>Elevation Certificate (from a Texas Registered Professional Land Surveyor) demonstrating that structure is compliant (meets requirement that lowest floor is 12&quot; above based flood elevation and all other floodplain requirements). No cost or value information required.</td>
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</table>

*FIELD VERIFICATION MAY BE REQUIRED

Owner’s Statement

I/We ________________________________________________________, affirm that any repair cost information above and on the attached documents reflects the full cost of repair to restore the property at ______________________________________________________ to pre-damage condition.

Owner Signature: ___________________________ Date: _________________

Printed Name: ___________________________
The City’s Floodplain Management Office (FMO) has introduced this form to make it easier for homeowners to apply for a floodplain permit to repair their flood damage.

Along with a building permit application and the required information for a building permit, Homeowners can choose to fill out this form instead of submitting a cost estimate and appraisal or insurance claim information.

For many flood damaged homes, FMO can use the below information to complete a FEMA Substantial Damage Estimate in the office without physically inspecting the flood damaged home. However, some homes may require a field inspection or insurance cost estimate to be issued a floodplain Development Permit.

After reviewing this form, FMO will either:

- Approve the permit application and issue a floodplain permit
- Reject the permit application and request that the homeowner submit alternate information
- Reject the permit application and schedule an inspection of the damaged property.

Please note that additional permit requirements shall apply to properties that are determined to be substantially damaged by FMO. It should also be noted that a building permit and other trade permits may also be required to repair flood damage. The permit issued, if any, will be for repairs only. If improvements or modifications are planned, additional information will be required.

The homeowner is required to provide true and accurate information below to avoid floodplain violations and fines for completing repair work outside of the scope of a floodplain permit.

**Property and Owner Contact Information:**

Damaged Property Address: ______________________________________________________________

Owner(s) Name(s): ________________________________________________________________

Mailing Address: _________________________________________________________________

Email Address: _________________________________________________________________

Phone Number: ( ) ___________ - _________________________________________________

**Information about the damaged home:**

Type of Home: □ One Story   □ Two Story

Exterior Finish: □ Brick Veneer   □ Siding   □ Combination of Brick Veneer and Siding

Has your home ever been rewired? □ Yes   □ No   □ Unknown
Floodplain Flood Damage Repair Form – Single Family Residences

Do you have central air conditioning? □ Yes □ No

Where is your water heater? □ Raised in garage/house □ On the floor □ In attic

Describe the damage to your home:

Date of Flood or other Damage: __________________________________________________________

Type of Damage: □ Flood □ Wind □ Flood and Wind

Flood water depth: How much water did you get in your home? _____________ feet/inches (circle one)
(measure depth of water from your floor to the high water mark on an interior wall)

How long was your home flooded? □ 2 days or less □ More than 2 days

Do you have roof damage?: □ No Damage □ Minor Damage (up to 25% shingle replacement, repair of minor leaks) □ Major Damage

Do you have foundation damage? □ Yes □ No

What built-in appliances were damaged by floodwater?
□ Dishwasher □ Garbage Disposal □ Trash Compactor
□ Microwave □ Vent Hood □ Wall Oven
□ Cook Top □ Refrigerator (Built-in, Not Push-In)

Is your flooring damaged? □ Yes □ No

What percentage of your first floor is tile? _____________________________%

Your repair plans:

Do you plan to replace your cabinets? □ Yes □ No

Do you plan to replace your tile flooring, if any? □ Yes □ No

Owner’s Statement

I/We ____________________________________________________________, affirm that the information above accurately reflects the condition of the property at ________________________________________________________________.

Owner Signature: _________________________________ Date: _________________________

Printed Name: ________________________________________
City of Houston Floodplain Management Office
Project Cost Estimate Worksheet

Property Address/Zip: 

Property Owner Name: 

Description and price breakdown of improvements (use back if necessary):

<table>
<thead>
<tr>
<th>Improvement Description</th>
<th>Material Qty.</th>
<th>Material Unit Cost</th>
<th>Material Total Cost</th>
<th>Labor Quantity</th>
<th>Labor Unit Cost</th>
<th>Labor Total Cost</th>
<th>Total Labor &amp; Material</th>
<th>Receipt Attached</th>
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Structure Value = $________ (Check one: HCAD _____ Appraisal _____)
Total Project Cost = $________ Percentage of Structure Value = ________%

OWNER IS DOING WORK WITHOUT CONTRACTOR
I/we certify that the attached cost estimate is an accurate and complete description of the improvements and associated costs scheduled for the property listed above.

______________________________________________
Owner Signature    Date

______________________________________________
Owner Printed Name

______________________________________________
Texas Driver’s License or ID Number

Sworn to and subscribed before me, the undersigned authority on the _____day of ________, ______.  To certify which witness my hand and seal of office.
**OWNER HAS HIRED/WILL HIRE CONTRACTOR**
I/we certify that the attached cost estimate is an accurate and complete description of the improvements and associated costs scheduled for the property listed above.

<table>
<thead>
<tr>
<th>Owner Signature</th>
<th>Date</th>
<th>Contractor Signature</th>
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<table>
<thead>
<tr>
<th>Owner Printed Name</th>
<th>Contractor Printed Name</th>
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<tr>
<th>Texas Driver’s License or ID Number</th>
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**Notary for Owner Signature**
Sworn to and subscribed before me, the undersigned authority on the _____ day of __________, _____. To certify which witness my hand and seal of office.

**Notary for Contractor Signature**
Sworn to and subscribed before me, the undersigned authority on the _____ day of __________, _____. To certify which witness my hand and seal of office.

**ENGINEER OR ARCHITECT CERTIFIES COST ESTIMATE**

<table>
<thead>
<tr>
<th>Engineer/ Architect Signature</th>
<th>Seal &amp; Date</th>
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<th>Office Telephone Number</th>
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