



City of Bonita Springs Additions and Alterations Form for Structures Located Below the Base Flood Elevation In A Special Flood Hazard Area

SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE APPLICATION REVIEW Please completely fill out the following information

Property Address: _____

Parcel Number: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's License Number: _____

Contractor's Phone Number: _____

Please check one of the following:

- I am attaching a State Certified Appraiser's report of my property.
- I am not attaching a State Certified Appraiser's report and accept the use of the valuation of my property maintained by the Lee County Property Appraiser's Office.

Since your structure is located in a Special Flood Hazard Area the National Flood Insurance Program (NFIP) regulations regarding the 50% rule shall apply in accordance with 44 CFR Sections 59.1 and 60.3.

Applicant must complete and submit the all following information:

One Complete Set:

- ✓ Completed and signed application for substantial damage/improvement review (pgs. 1, 5, & 6 Only)
 - ✓ Owner's and Contractor's reconstruction/improvement affidavit signed, notarized and dated (pg. 5)
 - ✓ Completed cost estimate of reconstruction/improvement form (pg. 6)
 - ✓ Signed copy of construction contract. If the owner is the contractor, submit all subcontractor bids to document the cost estimate.
 - ✓ Elevation survey or elevation certificate (if available)
- *NOTE: If the construction contract and/or subcontractor bids are missing, the permit package will be returned without further review.**

Two Complete Sets:

- ✓ Construction drawings, specifications, and site plan or survey

Floodplain Information (for office use only)

CURRENT BFE: NGVD _____ NAVD _____ Permit Number: _____

Flood Zone: _____ Lowest Floor Elevation: _____ (if known)
(excluding garage or carport)



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Floodplain Coordinator _____

Date _____

WHAT IS SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE?

NOTICE TO PROPERTY OWNERS

Making additions or alterations to a structure whose lowest floor is below the base flood elevation or rebuilding your home or structure after the storm?

If your residential or non-residential structure is located in a Special Flood Hazard Area (SFHA) and is below the Base Flood Elevation (BFE), the City of Bonita Springs has flood damage prevention regulations that may affect how you remodel, renovate, or add on to your building. If your building has sustained structural and/or interior damage, these regulations may affect how it is reconstructed. Communities that participate in the National Flood Insurance Program (NFIP) are required to adopt and enforce laws in accordance with 44CFR Sections 59.1 and 60.3. Federally backed flood insurance is available for residents and property owners of communities in good standing with the NFIP.

SUBSTANTIAL DAMAGE means 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% of the market value or replacement cost of the structure before the damage occurred. (Note: The cost of the repairs must include all costs necessary to fully repair the structure to its before damaged condition).

SUBSTANTIAL IMPROVEMENT means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement. If a building is "substantially damaged" or "substantially improved", it must be brought into compliance with the City of Bonita Springs flood damage prevention regulations, including elevating the building to or above the base flood elevation. In accordance with the National Flood Insurance Program and the Federal Emergency Management Agency the City of Bonita Springs shall determine "substantial damage" and "substantial improvement" and has implemented the following procedures to do so:

The City will use the assessed value of your structure recorded by the Lee County Property Appraiser's Office. This value excludes the land, pool/spa, and any item not a permanent part of the structure. (Please contact the County Property Appraiser's office or the City's Building & Zoning Division to obtain this value). However, if you disagree with the Property Appraiser's valuation of the structure, you may engage a State of Florida licensed property appraiser to submit an appraisal for the Depreciated Replacement Cost (Actual Cash Value) of the structure.

You must obtain and submit a detailed and complete cost estimate to the City of Bonita Springs for the addition, remodeling, reconstruction or for repair of all the damages sustained by your structure. The cost estimate must be prepared and signed by a licensed contractor. In addition, the contractor must sign an affidavit indicating that the cost estimate includes all damages or all improvements to the structure, not just structural. A signed contract must be submitted with the permit application. If the owner is the contractor, the owner is responsible for submitting the cost estimate, and providing documentation, including subcontractor bids.

The City will evaluate the cost of improvements or repairs and determine if they are fair and reasonable. For damage repairs, pre-storm prices and rates will be utilized. The cost of improvements or repairs does not include items not considered a permanent part of the structure (i.e. plans, surveys, permits, sidewalks, pools, screens, sheds, gazebos, fences, etc.).

If a structure is determined to have "substantial damage" or is proposed to be "substantially improved", then an Elevation Certificate must be submitted to the City of Bonita Springs to determine the lowest floor elevation. Also,



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building plans must be submitted illustrating how the structure will be elevated. Please note that garages and carports are not considered to be the “lowest floor” as long as they are used solely for parking of vehicles, building access and storage. If the lowest floor and all electrical, plumbing, and mechanical equipment are above BFE, the building can be repaired and reconstructed without having to comply with the 50% Rule.

The NFIP allows a new or substantially improved non-residential building in Zone AE to have its lowest floor below BFE provided that the building has been designed, constructed, and certified to be floodproofed. Floodproofing of areas below the BFE in residential buildings is not permitted under the NFIP nor is flood proofing permitted in a Coastal High Hazard Area (Zone VE). The City of Bonita Springs requires submittal of a Floodproofing Certificate for every floodproofed building within a Special Flood Hazard Area (SFHA) before obtaining a Certificate of Occupancy or Completion. Floodproofing certificates may be obtained at the following website: www.fema.gov/pdf/fhm/ff81-65.pdf.

Donated or Discounted Materials:

The value placed on materials must equal the actual or estimated cost of all materials to be used. When materials or servicing equipment are donated or discounted below normal market values, the value must be adjusted to an amount equivalent to that estimated through normal market transaction.

Self or Volunteer Labor:

The value placed on materials must be equal to the actual or estimated labor charge for repairs of all damages sustained by the structure. Where non-reimbursed (volunteer) labor is involved, the value of the labor must be estimated based on applicable minimum hourly wage scales for the type of construction work to be completed. The building official, based on his professional judgment and knowledge of local and regional wage scales can provide additional guidance to determine reasonable labor rates for professional trades (i.e. electricians, plumbers, block masons, framing, HVAC, etc.)



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SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE ITEMS TO BE INCLUDED

All structural elements, including:

Spread or continuous foundation footings and pilings monolithic or other types of concrete slabs
Bearing walls, tie beams and trusses
Wood or reinforced concrete decking or roofing
Floors and ceilings
Attached decks and porches
Exterior wall finishes (e.g. brick, stucco, or siding including painting and decorative molding)
Windows and doors
Re-shingling or re-tiling a roof
Hardware

All interior finish elements, including:

Tile, linoleum, stone, or carpet over sub-flooring
Bathroom tiling and fixtures
Wall finishes (e.g. drywall, painting, stucco, plaster, paneling, marble, or other decorative finishes)
Kitchen, utility and bathroom cabinets
Built-in bookcases, cabinets and furniture
Hardware

All utility and service equipment, including:

HVAC equipment
Repair or reconstruction of electrical and plumbing services
Light fixtures and ceiling fans
Security systems
Built-in kitchen appliances
Central vacuum systems
Water filtration, conditioning or recirculation systems

Also:

Labor and other costs associated with demolishing, removing or altering building components
Overhead and profit

ITEMS TO BE EXCLUDED

Plans and specifications

Survey costs

Permit fees

Debris removal (e.g. removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees), and clean-up (e.g. dirt and mud removal, building dry out, etc.) Items not considered real property such as: throw rugs, carpeting over finished floors, furniture, refrigerators, appliances which are not built-in, etc.

Outside improvements, including:

Landscaping

Sidewalks

Fences

Yard lights

Swimming pools/spas

Screened pool enclosures

Sheds

Gazebos

Detached structures (incl. garages)

Landscape irrigation systems

Docks and davits

Seawalls

Driveways

Decks



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PROPERTY OWNER and CONTRACTOR SUBSTANTIAL DAMAGE/SUBSTANTIAL IMPROVEMENT AFFIDAVIT

Property Address: _____

Property Owner's Name: _____

Contractor's Name: _____

I, the owner, hereby attest that all of the proposed repairs/reconstruction, additions, alterations or other improvements submitted for the Substantial Damage/Improvement Review by me or by my contractor are included in this estimated construction cost herewith. Neither I, nor any other contractor will make any repair, improvement or alteration to the subject structure not included on the attached list.

I, the contractor, hereby attest that I, or a member of my staff, personally inspected the above mentioned property and produced the attached itemized list of repairs, reconstruction and/or remodeling list which are hereby submitted for a Substantial Damage/Improvement Review. These damages/improvements are all of the proposed improvements or damages sustained by this structure, and all additions, improvements, or repairs proposed on the subject structure are included in this estimate.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION AND/OR FINES IF INSPECTION OF THE PROPERTY REVEALS THAT I HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS TO MY STRUCTURE OR THAT I HAVE INCLUDED NON-CONFORMING OR ILLEGAL STRUCTURES/ADDITIONS TO THE EXISTING STRUCTURE WITHOUT HAVING PRESENTED PLANS FOR SUCH ADDITIONS. I UNDERSTAND THAT ANY PERMIT ISSUED BY THE CITY OF NAPLES PURSUANT TO THIS AFFIDAVIT DOES NOT AUTHORIZE THE RECONSTRUCTION, REPAIR OR MAINTENANCE OF ANY ILLEGAL ADDITIONS, FENCES, SHEDS OR NON-CONFORMING USES OR STRUCTURES ON THE SUBJECT PROPERTY.

See attached itemized list.

NOTARY for Owner

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____ who, being
_____ who, being
duly sworn deposes and says that he
has read, understands, and agrees to
comply with all the aforementioned conditions.

Owner's Signature

Sworn to and subscribed before me this
_____ day of _____, 20____.

Notary Public
My commission expires:

NOTARY for Contractor

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____ who, being
_____ who, being
duly sworn deposes and says that he
has read, understands, and agrees to
comply with all the aforementioned conditions.

Contractor's Signature

Sworn to and subscribed before me this
_____ day of _____, 20____.

Notary Public
My commission expires:



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COST ESTIMATE OF RECONSTRUCTION/IMPROVEMENT

This cost estimate of reconstruction/improvement must be prepared and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost at the current market value for any work they intend to perform.

	Sub Contractors Bids	Contractor or Owner Estimates	
	Bid Amounts (see note c)	Material Costs	Labor Costs
1. Masonry			
2. Rough Carpentry			
3. Roofing			
4. Insulation & Weather Strip			
5. Exterior Finish (stucco)			
6. Doors, Windows & Shutters			
7. Finish/Trim Carpentry			
8. Hardware			
9. Drywall			
10. Cabinets (Built-in)			
11. Floor Covering			
12. Plumbing			
13. Electrical			
14. Concrete			
15. Built-in Appliances			
16. HVAC			
17. Painting			
18. Demolition & Removal			
19. Overhead & Profit			
(Other)			
(Other)			
SUBTOTALS:			

Total Estimated Cost (all three subtotals added together)

Contractor Signature: _____

- a. 1 copy of the signed construction contract must accompany this estimate.
- b. Subcontractor bids may be used for any item of material and/or labor cost breakdown.
- c. Cost backup must be provided for every line item entry. If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form. For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate attached sheet that references the line number. For example, the backup documentation may contain a section called "Drywall to be installed (line 9)".