



TOWN OF OCEAN RIDGE

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Elevation Certificate Guidance

An Elevation Certificate provides information necessary to ensure compliance with community floodplain management regulations, to rate premiums accurately and to support requests for Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR). The Town of Ocean Ridge requires the submittal of a “Finished Construction” Elevation Certificate when all machinery equipment has been installed and the grading around the building has been completed. This document provides supplemental guidance and clarification to FEMA’s instructions on how to complete the Elevation Certificate and has been designed for use as a compliance checklist.

Section A: Property Information

A1. Building Owner’s Name

See Elevation Certificate instructions.

A2. Building Street Address

The address provided should be for the building being certified.

A3. Property Description

See Elevation Certificate instructions.

A4. Building Use

Indicate whether the building is residential, non-residential, residential addition, non-residential addition, accessory, or other type. For other type, a comment should be provided in Section D (Elevation Certificate Page 2) as to the specific use(s) of that building.

A5. Latitude/Longitude

Latitude and longitude coordinates should reference the front center of the building, in either:

Decimal degrees (at least 5 decimal places) Ex. 26.12345°, -80.12345°

Degrees, minutes, seconds (at least 1 decimal place) Ex. 26°12’34.56”. -80°12’34.5”

The horizontal datum should be selected (NAD 1927 or NAD 1983) and a comment as to the source of the datum coordinates (i.e. GPS, NOAA, etc.) should be provided in Section D (Elevation Certificate Page 2).

A6. Photographs

The certifier should provide 4 photos of the structure (e.g. front, back, and left/right sides). The photos should provide sufficient detail as to allow for the clear identification of building foundation type, and if installed, flood openings. The photos should be in color and a minimum of size 3” x 3” (hard copy) or 600 dpi (digital).

A7. Building Diagram Number

The following building types have been identified on pages 7-9 of the Elevation Certificate instructions:

1A	Slab-on-Grade	5	Elevated, No Enclosure
1B	Raised Slab-on-Grade	6	Elevated with Enclosure
2A	Basement	7	Foundation Walls with Enclosure
2B	Basement with Area of Egress	8	At-Grade Crawlspace
3	Split Level, Slab-on-Grade	9	Sub-Grade Crawlspace
4	Split Level, Other than Slab-on-Grade		

Based on the design of the building, enter the diagram number most appropriate. The building diagrams identify the corresponding data that should then be included in the remainder of Sections A and C.

A8. Building with Crawlspace or Enclosure

If there is no crawlspace or enclosure, A8a-c should be N/A. For buildings with crawlspace or enclosure, provide details for the flood openings. The NFIP requires that openings be no higher than one foot above the higher of the exterior or interior grade. If interior grade is higher, a comment should be provided in Section D (Elevation Certificate Page 2). If the crawlspace or enclosure has engineered flood openings, indicate total certified flood relief coverage and attach certification to the Elevation Certificate. If the crawlspace or enclosure has no flood openings, A8b and A8c should be "0" and A8d does not need to be checked.

A9. Building with Attached Garage

If there is no attached garage, A9a-c should be N/A. For buildings with an attached garage, provide details for the flood openings. The NFIP requires that openings be no higher than one foot above the higher of the exterior or interior grade. If interior grade is higher, a comment should be provided in Section D (Elevation Certificate Page 2). If the garage has engineered flood openings, indicate total certified flood relief coverage and attach certification to the Elevation Certificate. If the garage has no flood openings, A9b and A9c should be "0" and A9d does not need to be checked.

Section B: Flood Insurance Rate Map (FIRM) Information

B1. NFIP Community Name and Community Number

The community name and number are Town of Ocean Ridge, 125134.

B2. County Name

The county name is Palm Beach.

B3. State

The state is Florida.

B4. Map/Panel Number

Provide the complete 10-character map number. For the Town of Ocean Ridge, the map number is 12099C and panel numbers are 0791 and 0793 (choose the one where property is located).

B5. Suffix

The suffix for the current FIRM is F.

B6. FIRM Index Date

The FIRM Index Date is October 5, 2017.

B7. FIRM Panel Effective/Revised Date

The FIRM Panel Effective/Revised Date is October 5, 2017.

B8. Flood Zone(s)

Identify the flood zone(s) in which the building is located. For X-Zones, a comment should be provided in Section D (Elevation Certificate Page 2) to distinguish between X and 0.2 PCT (X).

B9. Base Flood Elevation(s)

Identify the base flood elevation(s), or base flood depth(s), for the flood zone(s) in which the building is located. When data is available in the Palm Beach County Flood Insurance Study, the base flood elevation(s) should be provided to the nearest tenth of a foot.

B10. Base Flood Elevation Source

See Elevation Certificate instructions.

B11. Elevation Datum

The elevation datum for the current flood insurance rate maps.

B12. Coastal Barrier Resources Systems / Otherwise Protected Area

Indicate whether the building is located in a designated area.

Section C: Building Elevation Information

C1. Stage of Construction

Mark "finished construction" when all building, machinery, equipment and grading has been completed.

C2. Elevations

PID (Permanent Identifier) or other unique identifier and vertical datum, including elevation, should be provided for the benchmark utilized. If applicable, a comment should be provided in Section D (Elevation Certificate Page 2) as to the details of the conversion between the field survey datum and the datum upon which the Base Flood Elevation is based.

C2a. Elevation – Top of the Bottom Floor

See Elevation Certificate instructions.

C2b. Elevation – Top of the Next Higher Floor

See Elevation Certificate instructions.

C2c. Elevation – Bottom of the Lowest Horizontal Structural Member

See Elevation Certificate instructions.

C2d. Elevation – Attached Garage (Top of Slab)

See Elevation Certificate instructions.

C2e. Elevation – Lowest Machinery Equipment

Indicate the elevation of the lowest machinery equipment. Unless all equipment is installed in the attic or on the roof, an elevation should be provided. A comment should be provided in Section D (Elevation Certificate Page 2) as to identify the machinery equipment, and to generally describe the location.

C2f. Elevation – Lowest

See Elevation Certificate instructions.

C2g. Elevation – Top of the Bottom Floor

See Elevation Certificate instructions.

C2h. Elevation – Top of the Bottom Floor

See Elevation Certificate instructions.

Section D: Surveyor, Engineer, or Architect Certification

The surveyor, engineer, or architect preparing the Elevation Certificate should certify the form and indicate that comments, and attachments if applicable, are provided. Typical items requiring comments A4, A5, A8b, A9b, B8, and C2e. Common attachments include, but are not limited to, non-conversion agreements, specifications for engineered flood opening and flood-proofing certificate. Pictures are not considered attachments.

Section E: Building Elevation Information for Zone AO and Zone A (Without BFE)

Section E is required to be completed when certifying a building within Zones AO or A (without base flood elevation). Please note that E5 should never be marked "Unknown". Compliance can be determined from a consideration of the remainder of data provided in Sections C and E. If the Elevation Certificate is intended to support a LOMA / LOMR application, Sections A, B, and C should be completed instead of Section E.

Section F: Property Owner (Or Owner's Representative) Certification

Section F is required to be completed when a property owner or owner's representative completes Sections A, B, and E.

Section G: Community Information

Section G is required to be completed when a community official, authorized to administer the community's floodplain management ordinance, completes Section A, B, C (or E).

