***[Community letterhead]***

**Memo of Review for Correctness and Completion**

The attached FEMA Elevation Certificate has been reviewed by this office.

The items noted below are not correct on the attached form and should read as entered on this page.

               - Building Address must be entered

               - You must clearly show what corrections are made

               - Signature and date must be on form.

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| **SECTION A – PROPERTY INFORMATION** |
| A1. Building Owner's Name:  A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: |
| City: State: ZIP Code:    A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number:  A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.):  A5. Latitude/Longitude: Lat. Long. Horizontal Datum: NAD 1927 NAD 1983 WGS 84 A6. Attach at least two and when possible four clear photographs (one for each side) of the building (see Form pages 7 and 8).  A7. Building Diagram Number:  A8. For a building with a crawlspace or enclosure(s):   1. Square footage of crawlspace or enclosure(s): sq. ft. 2. Is there at least one permanent flood opening on two different sides of each enclosed area? Yes No N/A 3. Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade: Non-engineered flood openings: Engineered flood openings: 4. Total net open area of non-engineered flood openings in A8.c: sq. in. 5. Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): sq. ft. 6. Sum of A8.d and A8.e rated area (if applicable – see Instructions): sq. ft. A9. For a building with an attached garage: 7. Square footage of attached garage: sq. ft. 8. Is there at least one permanent flood opening on two different sides of the attached garage? Yes No N/A 9. Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade: Non-engineered flood openings: Engineered flood openings: 10. Total net open area of non-engineered flood openings in A9.c: sq. in. 11. Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): sq. ft. 12. Sum of A9.d and A9.e rated area (if applicable – see Instructions): sq. ft. |

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| **SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION** |
| B1.a. NFIP Community Name: B1.b. NFIP Community Identification Number:    B2. County Name: B3. State: B4. Map/Panel No.: B5. Suffix: B6. FIRM Index Date: B7. FIRM Panel Effective/Revised Date:  B8. Flood Zone(s): B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth):    B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9: FIS FIRM Community Determined Other:  B11. Indicate elevation datum used for BFE in Item B9: NGVD 1929 NAVD 1988 Other/Source:  B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? Yes No Designation Date: CBRS OPA  B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? Yes No |

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| **SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)** |
| C1. Building elevations are based on:  Construction Drawings\*  Building Under Construction\*  Finished Construction  \*A new Elevation Certificate will be required when construction of the building is complete. |

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| Local Official’s Name Title |
| Community Name Telephone |
| Signature Date |
| Comments |