

## Floodplain Management Information Form

*This form is designed to reduce the number of Correction Comments received by the Building Division.*

*The flood zone, Base Flood Elevation (BFE), and proposed finished floor elevation with NAVD datum must also be identified on the construction plans pursuant to the Florida Building Code.*

This form must be provided for:

1. New buildings in the VE, AE, AH, and A flood zones. See [Flood Zone Definitions](#) for additional information.
2. Alterations to existing buildings in the VE, AE, AH, and A flood zones.

To determine the flood zone and BFE you can:

1. Use the County's [Digital Flood Insurance Rate Map](#)
2. Use the FEMA Map Service Center at <https://msc.fema.gov/portal/home>
3. Contact the Floodplain Management Section at [floodinforequest@CollierCountyfl.gov](mailto:floodinforequest@CollierCountyfl.gov) or 239-252-2942

### New Construction

1. DFIRM Information: Flood Zone: \_\_\_\_\_ BFE: \_\_\_\_\_ ft. NAVD.
2. Proposed Finished Floor Elevation/Lowest Floor Elevation: \_\_\_\_\_ ft. NAVD.
3. Wet Floodproofing (Flood Openings): \_\_\_ Yes. If yes, provide the size (ICC-ES report), locations and height from the ground. \_\_\_ No.  
*(NOTE: Lowest elevation of attached garages (including slope) need to be at minimum elevation of BFE+1 foot, otherwise flood openings/vents will be required.)*

### Existing Buildings

1. DFIRM Information: Flood Zone: \_\_\_\_\_ BFE: \_\_\_\_\_ ft. NAVD.
2. Existing Finished Floor Elevation/Lowest Floor Elevation: \_\_\_\_\_ ft. NAVD.
3. Is there an elevation certificate available for this structure?  
\_\_\_ Yes. If yes, please provide with submittal package.  
\_\_\_ No.  
\_\_\_ Unknown.



4. Is the work greater than 25% of the market value of the structure? This value is determined by dividing the Declared Value on the Building Permit Application by the Collier County Property Appraiser's Improved Value (+30% added by County Staff) for the structure. See example on second page.  
 \_\_\_ Yes, the work is greater than 25%. If yes, please complete the 50% forms here:

<https://www.colliercountyfl.gov/government/growth-management/divisions/building-plan-review-inspection/analysis-of-substantial-improvement>

\_\_\_ No. Staff will evaluate the level of work to ensure it is less than 25% of the market value of the structure. Staff may request that additional documentation or 50% forms be provided.

5. Will the permit alter an enclosure below an elevated building, crawl space greater than 5 ft. or a detached accessory structure with flood openings?  
 \_\_\_ Yes. If yes, a Non-Conversion Agreement will be required to be completed by the property owner, notarized and recorded at the Collier County Clerk of Courts AFTER THE PERMIT IS ISSUED.  
<https://www.colliercountyfl.gov/home/showdocument?id=84999>

**Example Substantial Improvement Analysis**

<b>2023 Certified Tax Roll</b> (Subject to Change)	
Land Value	\$ 320,521
(+) Improved Value	\$ 344,537
(=) Market Value	\$ 665,058
(-) 10% Non-Homestead Cap	\$ 170,007
(=) Assessed Value	\$ 495,051
(-) School Taxable Value	\$ 665,058
(-) Taxable Value	\$ 495,051

If all Values shown above equal 0 this parcel was created after the Final Tax Roll

Collier County Property Appraiser establishes the Market Value as \$665,058. The Improved Value of the structure is \$344,537. The Declared Value (the total amount of construction work and profit) identified on the Building Permit Application is \$150,000.

Improved Value + 30% = \$344,537 x 1.3 = \$447,898.10

Declared Value (of Open Permit(s)\*)/Improved Value + 30% = \$150,000/\$447,898.10 = .335 (33.5%)

**>>The 50% forms are required to be submitted if above 25%<<**

*\*Please be aware that there may be other "open" permits (i.e. "issued" or "expired" permit status) for the subject location/building at the time of review. Staff will evaluate other open permits in any substantial improvement analysis. If necessary, Staff may request either additional documentation or 50% forms; or provide information regarding options.*