



CITY OF
**PALO
ALTO**

PUBLIC WORKS
Engineering Services Division
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Screening Checklist: Building in Special Flood Hazard Area

Project will not be accepted if any items are missing.

Address: _____ Permit Record No: _____

Structure: SFR Detached ADU Attached ADU or Addition Garage Conversion Commercial BLDG or Mixed Use
Other: _____

(1) STATUS

- A. Structure is not within a SFHA. Check Section 3, Line D, below.
- B. NEW CONSTRUCTION (completely new building). Proceed with Section 2, SCREENING.
- C. EXISTING STRUCTURE: Built before 15 February 1980, not substantially Improved since. Do WORKSHEET (Page 2)

(2) SCREENING

	AE	AH	A0	A	
A.					Checkmark the applicable floodzone.
B.					Write in Base Flood Elevation (BFE) from Flood Insurance Rate Map.
<i>Check off each applicable flood zone column</i>					
C.					Plans indicate proposed elevations of lowest floor to be at or above the BFE plus one foot. For substantial improvements, the lowest floor may be an existing floor and must be certified on a FEMA Elevation Certificate before the plans can be accepted.
D.					Note on plans indicate elevations are based on NAVD88 datum.
E.					Plans indicate location of highest adjacent grade and elevation of lowest floor above this.
F.					Lowest floor to be at least two feet above highest adjacent grade
G.					Plans provide location of the BFE and the BFE+1' on ALL architectural elevations, and ALL structural foundation details.
H.					There are no below grade areas (areas below grade on all sides)
I.					Structural plans show flood-resistant materials for structure below the BFE+1'.
J.					All electrical and mechanical equipment is shown to be above the BFE+1'.
K.					Plan insert for Elevation Certification Requirements is on all applicable sheets.
Below are regarding the flood venting requirements:					
L.					Plans provide a table for the calculation of the area of flood vents needed (in square inches, this area matches the number of square feet of enclosed foundation area).
M.					Architectural elevations show locations of flood vents. The bottom of each flood vent must be no higher than one foot above adjacent exterior grade or crawlspace grade, whichever is higher.
N.					Structural foundation plans show locations of flood vents.
O.					Structural plans provide a detail of typical flood vent showing the area of each opening. Structural plans show flood vent relative to adjacent grade. The bottom of the openings must be no higher than one foot above grade.

(3) RESULTS SUMMARY

A	All items are checked off in their respective column above. The application is complete as to information required for flood plain screening and it is recommended that the plans be accepted for submittal. <i>Detailed PWE review is required.</i>
B	One or more items are unchecked in their respective column above. <u>The application is incomplete.</u> Do not accept plans.
C	Proposed project is not a substantial improvement. Any subsequent revisions of plans must be screened. Detailed review is required Detailed review <u>not</u> required
D	A portion of the property lies within a SFHA, but this structure does not; no SFHA requirements apply to the structure. Any revision to the plans which alters the footprint of the structure will require re-screening.

(4) COMMENTS:

Reviewed by: _____

Date: _____

WORKSHEET

RESIDENTIAL STRUCTURES

- Existing Structure Value Determination:

Valuation Method (attach documentation):

Professional Appraisal

County Assessor

Other:

Value: \$ (1)

- Cost of Improvements (Labor and Materials)

Cost Estimate Method (attach documentation):

Building permit application

Contractors Estimate (include signed statement)

Other:

Value: \$ (2)

Final Calculations

- Value of other open *Building Permits* associated with the structure: \$ (3)

- Net cost of improvement to structure:
(2) + (3) = \$ (4)

- Degree of improvement: (4) / (1) x 100% = _____ %

COMMERCIAL STRUCTURES

- Improvement cost as shown on an architect, engineers or contractors estimate.

\$ (1)

- Existing Structure Value

Professional Appraisal

County Assessor

Other:

\$ (2)

- Degree of improvement: (1) ÷ (2) x 100% = _____ %

WORKSHEET RESULTS

The project...

is NOT a substantial improvement because the degree of improvement is less than 50%. Complete Section 3, Item C on the front page.

IS a substantial improvement because the degree of improvement is greater than 50%. Proceed with completing Section 2, SCREENING.