***[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.

|  |  |
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|  SECTION A - PROPERTY INFORMATION | For Insurance Company Use: |
| A1. Building Owner’s Name       | Policy Number |
| A2.Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.      | Company NAIC Number |
| City       State    ZIP Code       |
| A3.Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)      |
| A4.Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)      A5.Latitude/Longitude: Lat.       Long.       Horizontal Datum:[ ]  NAD 1927**[ ]** NAD 1983A6.Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.A7. Building Diagram Number      A8. For a building with a crawlspace or enclosure(s):A9.For a building with an attached garage:a) Square footage of crawlspace or enclosure(s)     sq fta) Square footage of attached garage      sq ft b) No. of permanent flood openings in the crawlspace or b) No. of permanent flood openings in the attached garage  enclosure(s) within 1.0 foot above adjacent grade     within 1.0 foot above adjacent grade       c) Total net area of flood openings in A8.b     sq inc) Total net area of flood openings in A9.b      sq in d) Engineered flood openings? **[ ]** Yes **[ ]** No d) Engineered flood openings? **[ ]**  Yes **[ ]** No |
| SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION |

|  |  |  |
| --- | --- | --- |
| B1. NFIP Community Name & Community Number      | B2. County Name      | B3. State      |

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| --- | --- | --- | --- | --- | --- |
| B4. Map/Panel Number      | B5. Suffix      | B6. FIRM Index Date      | B7. FIRM Panel Effective/Revised Date      | B8. Flood Zone(s)      | B9. Base Flood Elevation(s) (Zone AO, use base flood depth)      |

B10.Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9.

[ ]  FIS Profile[ ]  FIRM[ ]  Community Determined[ ]  Other (Describe)

B11.Indicate elevation datum used for BFE in Item B9:[ ] NGVD 1929 [ ]  NAVD 1988[ ]  Other (Describe)

B12.Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? [ ]  Yes [ ]  No

Designation Date      [ ]  CBRS [ ]  OPA

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