



NOTICE OF INTENT

PROPOSED NEW MUNICIPAL FEES

In accordance with Arizona Revised Statutes (A.R.S.) 9-499.15, this report provides that the City of Willcox may propose new fees associated Flood Elevation Certificates and explains the basis for those fees.

When is a Flood Elevation Certificate required?

Certificates are required for all new construction and substantial improvements to a structure per Title 18. An Elevation Certificate is an important document that every homeowner should have and in case of a disaster, such would demonstrate to FEMA authorities that your house is at or above the required elevation. An Elevation Certificate provides information to ensure compliance with community floodplain management regulations (Title 18), to rate insurance premiums accurately, and to support requests for Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR).

What is a Flood Elevation Certificate?

A certificate is a form that documents your building's elevation. Flood Elevation Certificates are required to obtain flood insurance through the National Flood Insurance Program (NFIP) and is required when applying for various building permits.

The national average cost to a property owner to obtain a Flood Elevation Certificate is approximately \$600. Flood elevation certification can range from \$169 to \$2,000 depending on the occupancy or structure type, demand, location, timing, data, and quality.

On average, City staff has completed 45 Flood Elevation Certificates per year, over the last 12 years, with a high of 90 in one year. The average time for City staff to complete a certification is 2 hours. FEMA and Arizona Department of Water Resources (ADWR) require 8 hours of flood elevation certification training for City staff each year. The City is proposing that a \$200.00 fee shall be charged per Flood Elevation Certificate. The fee is intended to cover the administration costs of the program.

Recovery Costs Analysis:

Administration- 2 hour per Certificate, includes:

FEMA Elevation Documentation - 4 Pages

Photo's - Time and Date Stamped

Insurance Company Questionnaires

Staff Training - 8 Hours Annually

Elevation Survey Equipment: Transit-Level Kit, Camera, GPS, and Tape measure

Vehicle and Travel: City Vehicle and Out of Town Training

The Willcox City Council is scheduled to consider this matter at its meeting on June 6, 2019. The Development Services Department will be recommending to the City Council accost recovery fee for Elevation Certificates be implemented.