

**Work does NOT Constitute Repair of Substantial Damage**  
*Sample Letter to Notify Property Owner of Determination*

**NOTICE OF DETERMINATION**

Dear [name of structure owner]:

The City of Floodville has reviewed your recent application for a permit to repair [*describe proposed improvement/addition*] for the existing residential structure located at [insert structure address], Floodville, NY 14056. These repairs are required due to flood damage from the storms of July 26-28, 2013.

It has been determined that this structure is located within a mapped Special Flood Hazard Area on the Flood Insurance Rate Map (FIRM), Panel 0150, with an effective date of June 19, 2008. As required by our floodplain management regulations and/or building code, we have determined that the proposed repair work does not constitute Substantial Damage for this structure. This determination is based on a comparison of the cost estimate of the proposed cost of repairs to the pre-damage market value of the structure (excluding land value). When the cost of repairs equals or exceeds 50 percent of the pre-damage market value of the structure, the damage is considered Substantial Damage.

Please be advised that we may need to make another determination if you elect to perform work other than that described and defined in your current permit application. This could include additional renovations or upgrades or building an addition. Construction activities that are undertaken without a proper permit are violations of the City building code and may result in citations, fines, or other legal action.

Let me know if you have any questions on this matter.

Sincerely,

Lisa Donaldson, Chief Inspector  
Department of Building Inspections  
888-999-0000  
lisa.donaldson@floodville.ny.gov