



# Documentation Checklist for Flood Variance Request Form

Applicant: \_\_\_\_\_ Case No. \_\_\_\_\_

Property Address: \_\_\_\_\_

The information listed below is required to process your request for a variance from the [Hillsborough County Land Development Code, Flood Damage Control Regulations, Section 9.03.03](#). Please provide detailed information and documentation for review by the Flood Control Board. If it is determined a hardship exists, the request will be scheduled for the next available hearing. Please contact [Licensing@HCFLGov.net](mailto:Licensing@HCFLGov.net) for submittal and payment instructions.

**1. General Information:**

Structure Type (Residential, Commercial, Industrial): \_\_\_\_\_

New Construction or renovation of an existing structure: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Request to Correct a Violation:  Yes  No

All Necessary Permits Obtained:  Yes  No

Request Made Prior to Construction, No Violation:  Yes  No

Citations in which the variance is requested: \_\_\_\_\_

**2. Explanation of hardship.**

**3. Date structure was built and any subsequent additions or renovations:**

Year Structure Built: \_\_\_\_\_

Renovations or Additions: \_\_\_\_\_

**4. Substantial Improvement Calculations are determined by a detailed cost estimate for the project or the [Substantial Damage/Improvement worksheets](#). This can be prepared by a licensed general contractor, professional construction estimator, engineer, architect or by the property owner.**

**Substantial Improvement** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. If the cost of improvements or the cost to repair the damage exceeds 50 percent of the market value of the building, it must be brought up to current floodplain management standards.

All building improvement projects worthy of a permit must be considered:

- Remodeling projects
- Rehabilitation projects
- Building additions
- Repair and reconstruction projects

Project cost must include:

- All materials
- Built-in appliances
- Labor, overhead and profit
- Repairs made to areas of a damaged building that are being worked on at the same time



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5. Provide a site plan, showing property boundaries, lot dimensions, location of all structures existing and proposed, the setbacks (distance) from the structures to the property boundary lines, street location name, and a north arrow. The site plan must also indicate the delineation of all flood hazard areas, any easements, conservation, and/or wetlands areas and the wetland setbacks.

6. Provide an Elevation Certificate (FEMA Form 086-0-33).

**7. Flood-specific documentation:**

- Soils analysis and/or foundation report (required prior to permitting)
- No Rise Certificate (required prior to permitting)
- Break-away Wall certification (required prior to permitting for V-Zone)
- Floodproofing Certificate (required prior to permitting)
  - Wet Flood proofing
  - Dry Flood proofing

8. A non-refundable administrative fee is payable by card or by check, made out to the BOCC (Board of County Commissioners).

**Please note, the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage. Construction below the base flood level increases risks to life and property.**