

Substantial Improvement (SI) / Substantial Damage (SD) Worksheet

To be completed by the Cavendish Floodplain Administrator for any reconstruction, rehabilitation, addition or other improvements proposed for legally existing buildings subject to the Cavendish Flood Hazard Regulations.

Property Owner: _____

Address: _____

Tax Map/Parcel Number: _____

Location: _____

Description of Improvements: _____

Present Market Value of structure before improvement or damages (based on the most current municipal assessed value), and not including land value: \$

Cost of Improvement: Actual cost of the construction, including volunteer labor and donated or discounted materials. Insert the verified total project cost from the Cost Estimate Worksheet. \$

SI / SD Ratio = X 100
Structure Market Value

If the ratio is under 50 percent (Non-Substantial Improvement), the proposed improvements themselves must meet all applicable standards. However, the existing structure is not required to be elevated or flood-proofed.

If the ratio is 50 percent or greater (Substantial Improvement), the entire structure including the existing building must be elevated or flood-proofed and all other aspects brought into compliance.

Important Notes:

1. Review cost estimates to ensure that all appropriate costs are included or excluded.
2. If a residential pre-FIRM building is determined to be substantially improved, it must be elevated above the BFE. If a non-residential pre-FIRM building is substantially improved, it must be elevated or dry flood-proofed to above the BFE.
3. Proposals to repair damage from any cause must be analyzed using the formula shown above.
4. Any proposed improvements or repairs to a post-FIRM building must be evaluated to ensure that the improvements or repairs comply with floodplain management regulations and to ensure that the improvements or repairs do not alter any aspect of the building that would make it non-compliant.
5. Alterations to and repairs of designated historic structures are exempt under the substantial improvement definition, provided the work will not preclude continued designation as a "historic structure".
6. Any costs associated with directly correcting health, sanitary and safety code violations may be excluded from the cost of improvement. The violation must have been officially cited prior to submission of the permit application.
7. Include the cumulative costs of all improvements completed within a three year period of time.

Signature of Cavendish AO: _____

Date: _____

Owner's Affidavit for Substantial Improvement or Repair of Substantial Damage

Property Address:

Parcel ID Number:

Owner's Name:

Owner's Address/Phone:

Contractor:

Date of Contractor's Estimate:

I hereby attest that the description included in the permit application for the work on the existing building that is located at the property identified above is all of the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement. I further attest that I requested the above-identified contractor to prepare a cost estimate for all of the work, including the contractor's overhead and profit. I acknowledge that if, during the course of construction, I decide to add more work or to modify the work described, that the Town of Cavendish will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Owner's Signature:

Date:

Contractor's Affidavit for Substantial Improvement or Repair of Substantial Damage

Property Address: _____

Parcel ID Number: _____

Owner's Name: _____

Owner's Address/Phone: _____

Contractor: _____

Date of Contractor's Estimate: _____

I hereby attest that I have personally inspected the building located at the above-referenced address and discussed the nature and extent of the work requested by the owner, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement.

At the request of the owner, I have prepared a cost estimate for all of the improvement work requested by the owner and the cost estimate includes, at a minimum, the cost elements identified by the Town of Cavendish that are appropriate for the nature of the work. If the work is repair of damage, I have prepared a cost estimate to repair the building to its pre-damage condition. I acknowledge that if, during the course of construction, the owner requests more work or modification of the work described in the application, that a revised cost estimate must be provided to the Town of Cavendish, which will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Contractor's Signature: _____

Date: _____