



## **POLICY FOR ADMINISTERING THE FLOODPLAIN MANAGEMENT STANDARDS**

**PURPOSE:** To clearly establish expectations and responsibilities for various staff positions to ensure consistency, accuracy and success in the active administration and enforcement of the Floodplain Management standards in the City of San Mateo.

**POLICY/PROCEDURE:** FEMA has identified FLOOD HAZARD AREAS within the City of San Mateo and has published a **Flood Insurance Rate Map (FIRM)** to depict these areas. The City has adopted specialized development standards to ensure an adequate level of public health, safety and general welfare. These detailed standards are contained in **Chapter 23.33 of the San Mateo Municipal Code (SMMC)**.

**ALL DEVELOPMENT REVIEW STAFF:** All development review staff are expected to read, understand and enforce the Floodplain Management standards in SMMC 23.33, and in addition, to be familiar with the Flood Insurance Rate Map (FIRM).

### **DEVELOPMENT REVIEW TECHNICIANS:**

- Document the level of compliance necessary for each and every development project by placing a stamp and/or statement on the plans which identifies whether the project is: **EXEMPT**, or **SUBSTANTIAL IMPROVEMENT**, or **NEW CONSTRUCTION** project.

### **PLAN CHECKERS:**

- Determine whether the submitted project is located within a special flood hazard area on the FIRM.
- For projects required to be reviewed behind the counter, determine the level of compliance for each project located in a special flood hazard area based on the **SUBMITTAL DATE OF THE BUILDING PERMIT APPLICATION**, which includes the following:
  - For an improvement project, obtain detailed PROJECT COST and MARKET VALUE for an existing structure from the applicant or pursuant to established policies and procedures; and
  - For an improvement project, determine whether the project cost exceeds 50% of the market value for the structure. If the project cost to market value ratio exceeds 50%, the project is considered a **SUBSTANTIAL IMPROVEMENT**.
- For **NEW CONSTRUCTION** and **SUBSTANTIAL IMPROVEMENT** projects, obtain the following:
  - ELEVATION CERTIFICATE for review of the planning application.
  - ELEVATION CERTIFICATE for review of the building permit application.
  - Verify project complies with the floodplain management standards.

### **INSPECTORS:**

- Verify project is constructed according to the approved project plans and to floodplain management standards.
- Obtain conformance letter wet stamped and signed by a land surveyor or civil engineer of record for **SUBSTANTIAL IMPROVEMENT** and/or **NEW CONSTRUCTION** projects PRIOR to approving "Foundation Framing" and/or "Floor Framing" inspection.
- Review Conformance Letter and/or ELEVATION CERTIFICATE to verify that the information is in compliance with the floodplain management standards.
- File and maintain copy of approved ELEVATION CERTIFICATE in the official property files.

### **REFERENCES:**

SMMC Chapter 23.33: Floodplain Management

Building Division (650) 522-7172 · Code Enforcement Division (650) 522-7150  
Housing Division (650) 522-7220 · Planning Division (650) 522-7212 · General (650) 522-7200