STATE OF MISSISSIPPI FLOODPLAIN MANAGEMENT PERMIT APPLICATION

NOTICE OF INTENT FORM OF
SUBSTANTIAL IMPROVEMENT*, PARTIAL OR COMPLETE
CONSTRUCTION OF STATE OWNED PROPERTY LOCATED
WITHIN A SPECIAL FLOOD HAZARD AREA FLOOD ZONE

Forwarding of these completed forms to the State Floodplain Manager constitutes a request for a development of a state-owned property located within a FEMA Special Flood Hazard Area zone A, AE, V or VE, in accordance with the Flood Insurance for State-Owned Buildings Law (§ 29-13-1 et. seq. of the Mississippi Code of 1972, as amended).

STEP ONE *(Due following initiation of project planning)*

Date: _____

Control Code (Call 601-576-2554 to obtain): _____

Agency or Institution: _____

Building Name: _____

EIS Asset #: _____

EIS Replacement Value: _____

Property Address: _____

Original Location ◯ New Location ◯

Proposed Development Title: _____

Submitted by: _____

Signature: _____

Phone: _____ Email: _____

Does the cost of all repairs, reconstruction, alteration, or improvements equal or exceed fifty percent (50%) of the current EIS Replacement Value? YES ◯ NO ◯

If No, a Floodplain Permit Application is not required for this project. No further steps are necessary on this form. Complete STEP ONE and send a copy to the address shown on the bottom of this page.

If Yes, proceed to STEP TWO.

EMAIL or MAIL COMPLETED FORM, ATTACHMENTS & REQUIRED ITEMS TO:

State Floodplain Manager
Mississippi Department of Finance & Administration
Office of State Property Insurance
501 N West St, Suite 1402
Jackson, MS 39201
george.roberson@dfa.ms.gov

STATE OF MISSISSIPPI FLOODPLAIN MANAGEMENT PERMIT APPLICATION

NOTICE OF INTENT FORM OF
SUBSTANTIAL IMPROVEMENT*, PARTIAL OR COMPLETE
CONSTRUCTION OF STATE OWNED PROPERTY LOCATED
WITHIN A SPECIAL FLOOD HAZARD AREA FLOOD ZONE

STEP TWO *(Due at least 15 days prior to advertisement of procurement)*

Date: _____

Control Code: _____

Why must this development occur in a known Flood Zone/Floodway? _____

_____

Listing of alternative sites not selected and why: _____

_____

Description of scope of proposed project: _____

_____

Will an existing watercourse be altered? YES NO

If YES, name of watercourse and to what extent?

_____

Will the project/development involve floodproofing? YES NO

If YES, a FEMA Floodproofing Certificate** must be completed by a professional engineer or architect and attached.

Is this a DFA Bureau of Building Project? YES NO

If NO, what Agency/Department? _____

If YES, who is the Bureau of Building Project Manager: _____

Required Items:

TIMELINE: Due with STEP TWO form

- **Site plans and specifications showing present and proposed conditions with development, including proposed new floor elevation or flood proofing elevation of each new building.**
- **Market value professional appraisal of the building (structure only, not land).**
- **Elevation certificate** of project lot/building/structure location, prior to development/construction/alteration (prepared by MS professional engineer or surveyor).**

STEP TWO continued

- **Photographs of subject property in its current condition.**
- **Detailed cost estimate (including all labor, materials, overhead, profit, etc.) of the proposed project/development.**
- **FEMA National Flood Hazard Layer FIRMette (in color) of proposed site/building.**
- **If work involves alteration of a water course, provide written description of alteration.**

TIMELINE: Due before lowest floor or, in the case of Coastal High Hazard Areas, placement of the horizontal structural member of the lowest floor.

- **A certification of elevation of the lowest floor, flood-proofed elevation, or elevation of the lowest portion of horizontal structural members of the lowest floor in relation to mean sea level (prepared by MS professional engineer or surveyor).**
- **Final complete drawings and specifications attached.**

*** - Substantial Improvement** – any repair, reconstruction, alteration, or improvements to a structure, the cost of which equals or exceeds fifty percent (50%) of the value of the structure before work is started or, if the structure was damaged, before the damage occurred.

**** -** A FEMA **Elevation Certificate** and **Floodproofing Certificate** is available on the Mississippi DFA, State Property Insurance website. http://www.dfa.ms.gov/dfa-offices/state-property-insurance/forms/

EMAIL or MAIL COMPLETED FORM, ATTACHMENTS & REQUIRED ITEMS TO:

State Floodplain Manager
Mississippi Department of Finance & Administration
Office of State Property Insurance
501 N West St, Suite 1402
Jackson, MS 39201
george.roberson@dfa.ms.gov