

[Date]
[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

RE: Conditional Approval for Development in Special Flood Hazard Area (SFHA)

Project Address: [Project Property Address]
Permit Application Number: [Application ID]

Dear [Applicant Name],

The [Department Name/Building Authority] has reviewed your application for proposed construction or development at the address referenced above. Based on our review of the Flood Insurance Rate Map (FIRM) panel number [Panel Number], dated [Map Date], the subject property is located within a Special Flood Hazard Area (SFHA), specifically Zone [Flood Zone Type].

This letter serves as **Conditional Approval** for your project, provided that the following requirements are met prior to the issuance of a Certificate of Occupancy or final inspection:

- **Elevation Certificate:** A "Finished Construction" Elevation Certificate must be submitted and certified by a licensed surveyor or engineer showing the lowest floor is at or above [Base Flood Elevation height + Freeboard requirements].
- **Flood Openings:** For enclosed areas below the lowest floor (such as crawlspaces or garages), documentation must confirm the installation of flood vents meeting FEMA standards.
- **Utility Elevation:** All mechanical, electrical, and plumbing equipment must be elevated or floodproofed to a minimum of [Required Height].
- **Materials:** All construction below the Base Flood Elevation must use flood-resistant materials.
- **Site Inspections:** Additional inspections will be required at the foundation stage to verify compliance with the approved site plan.

Please note that this conditional approval does not exempt the property owner from flood insurance requirements. Final approval is subject to a field inspection and verification of all submitted documentation.

Failure to comply with these conditions may result in the revocation of this permit and potential enforcement actions.

Sincerely,

[Signature]
[Name of Floodplain Administrator/Official]
[Title]
[Department Name]