# Substantial Improvement/Substantial Damage Review Process Planning & Zoning Commission, July 31, 2017

- 1. A Flood Zone Development Permit application shall be submitted to the Planning & Zoning Commission with the following supplemental information: 1) a detailed, written cost estimate prepared by a licensed contractor and 2) with a notarized contractor's affidavit, an architect's or engineer's affidavit and a notarized property owner's affidavit, 3) the signed contract or proposal for the project, and 4) the current tax assessor's card.
- 2. The cost of the addition, alteration or repair shall be established by a detailed written contractor's cost estimate. The estimate shall include, but not be limited to:
- a) Cost of materials including tax
- b) Building equipment and fixtures, including heating and air conditioning and utility meters
- c) Site preparation related to the addition, alteration or repair
- d) Contractor's overhead
- e) Contractor's overhead
- f) Contractor's profit
- g) Grand total
- 3. The Building Inspector and Land Use Director, with the assistance of the Tax Assessor, if necessary, will review the cost estimate and the application materials prior to submission to the Planning & Zoning Commission.
- 4. The Substantial Improvement Review, with determination letter by the Building Inspector and Land Use Director, and issuance of a Flood Zone Development Permit by the Commission must be completed prior to the issuance of a Zoning Permit.
- 5. The Land Use Department will utilize a spreadsheet to track cumulative cost of improvements as a percentage of market value for the 10-year period required by the Floodplain Management Regulations.
- 6. Prior to the issuance of a Certificate of Zoning Compliance, the property owner must submit the Affidavit of Final Construction Costs and a copy of Final Invoices.

## FLOOD ZONE DEVELOPMENT SUBSTANTIAL IMPROVEMENT REVIEW - COSTS TO BE INCLUDED

- Material and labor for all structural elements, including:
- ✓ Spread or continuous foundation footings and pilings
- ✓ Monolithic or other types of concrete slabs
- ✓ Bearing walls, tie beams and trusses
- ✓ Floors and ceilings
- ✓ Attached decks and porches
- ✓ Interior partition walls
- ✓ Exterior wall finishes (brick, stucco, siding) including painting and moldings
- ✓ Windows and doors
- ✓ Reshingling or retiling a roof
- ✓ Hardware
- · All interior finishing elements, including:
- ✓ Tiling, linoleum, stone, or carpet over subflooring
- ✓Bathroom tiling and fixtures
- ✓ Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
- ✓Kitchen, utility and bathroom cabinets
- ✓Built-in bookcases, cabinets, and furniture
- . ✓ Hardware
- · All utility and service equipment, including:
- ✓ HVAC equipment
- ✓ Plumbing and electrical services
- ✓ Light fixtures and ceiling fans
- ✓ Security systems
- ✓Built-in kitchen appliances
- ✓ Central vacuum systems
- ✓ Water filtration, conditioning, or recirculation systems
- Cost to demolish storm-damaged building components
- Labor and other costs associated with moving or altering undamaged building components to accommodate the improvements or additions
- · Overhead and profits

#### Items to be excluded:

Plans and specifications

Survey costs

Permit fees

Post-storm debris removal and clean up

Outside improvements, including:

Landscaping

Sidewalks

Fences

Yard lights

Swimming pools

Screened pool enclosures

Detached structures (including garages, sheds and gazebos)

Landscape irrigation systems

Source: Substantial Improvement/Substantial Damage Desk Reference (FEMA-758)

#### ITEMIZATION OF COSTS TO COMPLETE PROJECT

	WORK DESCRIPTION	COST OF MATERIALS	COST OF LABOR	COMMENTS
1	Foundation/Footings/Pilings			
2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/Weather Stripping			
7	Exterior Finish (stucco/siding)			
8	Finished Carpentry			
9	Drywall			
19	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built-In Appliances			
17	HVAC System			
18	Paint and Wallpaper			
19	Demolition and Removal			
20	Overhead and Profit			
21	Construction Supervision			
	GROSS TOTAL = Contract Price			

## OWNER'S AFFIDAVIT - Estimated Cost of Construction

Project Addres	ss:			
Owner's Name	:			
Owner's Full A	Address:		ZiŢ	Code:
Daytime Tel#:		Email:		=
Contractor:				
Date of Contra	ctor's Estimat	e:		
I hereby attest	to the followi	ng:		
✓ ✓ ✓	located at the including imp other form of I requested the work, includir I have personathe Cost Estin The cost, quar Costs to Compwork to be do contractor.	e above-identified contra ng contractor's overhead ally reviewed the Itemiz	is is all of the work in, remodeling, repair actor to prepare a co- and profit. ation of Costs to Co- als and labor shown Estimate constitute	that will be done, irs additions, and any ost estimate for all of the implete Project and/or in the Itemization of est he entire scope of
Additionally, A	understand:			
	work describe	ourse of construction, I d in the application submust be provided to the	nitted to the Town	or a modification of the of Weston, that a revised
✓	I am subject to reveals that I r in the applicat	o enforcement action and made or authorized repation and the cost estimat	I/or fines if inspecti rs or improvements e submitted to the T	s that were not included own of Weston or that I
✓	The grade of r	proved plans without pri naterials may vary as to I Itemization of Costs to	the manufacturer by	ut may not exceed the
Fotal Labor &	Materials	\$	e	
Overhead & Pr	ofit	\$		
Γotal Cost		\$		

SignatureState of	Date:County of
Sworn to and subscribed before me this Personally know	day of, 20, by or Produced Identification
Notary Public	My commission expires: (seal)

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#### **CONTRACTOR'S AFFIDAVIT – Estimated Cost of Construction**

Project Address:				
Contractor's Name:	/Con	npany:		
Contractor's Full Address	Zip Code:			
Contractor's License Nun	nber:Date of	Contractor's Estimate:		
Daytime Tel#: Email:				
Owner's Name:				
	Email:			
I hereby attest to the follo	wing:			
and discuss all improve form of important in the form of the	sed the nature and extent of the webments, rehabilitation, remodeling provement. ared (or directly supervised the proper pecifications for the project locate est of the owner, I have personally Project and/or the Cost Estimate (a uantity, and type of materials and omplete Project and/or the Cost Estimate of the Cost Estimate of the Project and/or the Cost Estimate of the Project and	reparation of) a set of construction ed at the above-referenced address. y prepared the Itemization of Costs to attached).  labor shown in the Itemization of stimate constitutes the entire scope of		
Additionally, <i>I understand</i>	<u>t</u> :			
<ul> <li>✓ If during the course of construction, the owner requests more work, or a modification of the work described in the application submitted to the Town of Weston, that a revised cost estimate must be provided to the Town of Weston.</li> <li>✓ I am subject to enforcement action and/or fines if inspection of the property reveals that I made or authorized repairs or improvements that were not included in the application and the cost estimate submitted to the Town of Weston or that I altered the approved plans without prior approval by the Town of Weston.</li> <li>✓ The grade of materials may vary as to the manufacturer but may not exceed the costs stated on Itemization of Costs to Complete Project or Cost Estimate.</li> </ul>				
Total Labor & Materials	\$			
Overhead & Profit	\$			

(Attach Cost Estimate)		
Date:		
County of		
day of , 20 , by		
or Produced Identification		
My commission expires: (seal)		

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### <u>ARCHITECT'S OR ENGINEER'S AFFIDAVIT – Estimated Cost of Construction</u>

Project Addre	ess:				
Architect's /E	Engineer's Nai	ne:			
Company:					
Address:					Zip Code:
Daytime Tel#	:	Email: _			
Owner's Nam	e:				
Daytime Tel#	:	Email: _			
I hereby attes	t to the follow	ving:			
✓ ✓ ✓	and discusse all improven form of impr I have prepar plans and spe At the reques to Complete The cost, qua Costs to Con	d the nature and expenses, rehabilitation rovement.  red (or directly suppled for the st of the owner, I have project and/or the antity, and type of an plete Project and/or the store of the owner.	tent of the wan, remodeling project locate ave personal Cost Estimate materials and or the Cost E	ork requested, repairs, according to the above of the abo	bove-referenced address ed by the owner, including diditions and any other of) a set of construction ove-referenced address. the Itemization of Costs on in the Itemization of stitutes the entire scope of cions prepared by me.
Additionally,	I understand:				
<b>*</b>	modification Weston, that I am subject reveals that I in the applica altered the applications.	a revised cost esting to enforcement act made or authorize ation and the cost e oproved plans with	bed in the apmate must be ion and/or find repairs or instimate subnout prior app	plication su provided to nes if inspec mprovemen nitted to the roval by the	bmitted to the Town of the Town of Weston. Stion of the property ats that were not included Town of Weston or that I town of Weston.
	costs stated o	on Itemization of C	osts to Comp	olete Project	but may not exceed the or Cost Estimate.
Fotal Labor &		\$			
Overhead & P	rofit	\$			

Total Cost	\$	(Attach Cost Estimate)
Signature		Date:
State of		County of
Sworn to and subsc	cribed before me this	day of, 20, by
		or Produced Identification
		My commission expires: (seal)
Notary Public		

### <u>AFFIDAVIT OF FINAL CONSTRUCTION COSTS</u>

Project Addre	ss:	
Owner's Name	e:	4
Owner's Full	Address:	Zip Code:
Daytime Tel#:	:Email:	
Contractor:		×
Architect or E	ngineer:	
I hereby attest	t to the following:	
✓	the Cost Estimate. The cost, quantity, and type of mate Costs to Complete Project and/or Cowork completed in accordance with contractor. Any increase in constructions costs are included in the Total Actual Cor	ization of Costs to Complete Project and/or crials and labor shown in the Itemization of cost Estimate constitute the entire scope of the plans and specifications prepared by the since the Initial Affidavit, dated, astruction Cost of Completed Work below and of Completed Work, and a copy of all Final vit.
Total Labor &	Materials	\$
Overhead & Pr	ofit	\$
Total Actual (	Construction Cost of Completed W	/ork \$
I hereby state to knowledge. It action, citation		orrect and complete to the best of my nent may be grounds for an enforcement
		Date:
		County of

My commission expires: (seal)	Sworn to and subscribed before me this Personally know	day of, 20, by or Produced Identification
My commission expires: (seal)	-	
Thereby state that the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement may be grounds for an enforcement action, citation, fine or other legal action.  Name (print)		
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knowledge. I understand falsification of any statement may be grounds for an enforcement action, citation, fine or other legal action.  Name (print)		orm is correct and complete to the hest of my
Architect or Engineer's Statement and Signature  Thereby state that the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement may be grounds for an enforcement action, citation, fine or other legal action.  Name (print)  Date:  County of  County of  My commission expires: (seal)  Architect or Engineer's Statement and Signature  Thereby state that the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement may be grounds for an enforcement action, citation, fine or other legal action.  Name (print)  Signature  Date:  County of  County of  County of		
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State of	Name (print)	
Sworn to and subscribed before me this day of, 20, by	Signature	Date:
Architect or Engineer's Statement and Signature  I hereby state that the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement may be grounds for an enforcement action, citation, fine or other legal action.  Name (print)	State of	County of
Notary Public  My commission expires: (seal)  Architect or Engineer's Statement and Signature I hereby state that the information on this form is correct and complete to the best of my knowledge. I understand falsification of any statement may be grounds for an enforcement action, citation, fine or other legal action.  Name (print)  Signature  Date:  County of  County of	Sworn to and subscribed before me this	day of, 20, by
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Name (print)		
Name (print)		y statement may be grounds for an enforcement
Signature		
State of County of	Name (print)	
	Signature	Date:
Sworn to and subscribed before me this day of 20 by	State of	County of
to and subscribed before the tills day of, 20, by	Sworn to and subscribed before me this	day of, 20, by
Personally know or Produced Identification	Personally know	or Produced Identification
Notary Public My commission expires: (seal)		
	Notary Public	My commission expires: (seal)
		My commission expires: (seal)
	Notary Public	My commission expires: (seal)

# FLOOD ZONE DEVELOPMENT – SUBSTANTIAL IMPROVEMENT REVIEW ITEMIZATION OF COSTS OF COMPLETED WORK

	WORK DESCRIPTION	COST OF MATERIALS	COST OF LABOR	COMMENTS
1	Foundation/Footings/Pilings			
2	Concrete Slab			
3	Masonry Work			
4	Rough Carpentry			
5	Roofing and Gutters			
6	Insulation/Weather Stripping			4
7	Exterior Finish (stucco/siding)			
8	Finished Carpentry			
9	Drywall			
19	Cabinets (built-in)			
11	Floor Covering			
12	Plumbing/Gas			
13	Bathroom Fixtures			
14	Kitchen Fixtures			
15	Electrical and Lighting Fixtures			
16	Built-In Appliances			
17	HVAC System		1	
18	Paint and Wallpaper			
19	Demolition and Removal			-
20	Overhead and Profit			
21	Construction Supervision			
	GROSS TOTAL = Contract Price			