

**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**

	<b>WORK DESCRIPTION</b>	<b>COST OF MATERIALS</b>	<b>COST OF LABOR</b>	<b>COMMENTS</b>
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			
	<b>GROSS TOTAL = Contract Price</b>			

**OWNER'S AFFIDAVIT – Estimated Cost of Construction**

Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Full Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date of Contractor's Estimate: \_\_\_\_\_

***I hereby attest to the following:***

- ✓ The description included in the permit application for the work on the building located at the above-referenced address is all of the work that will be done, including improvements, rehabilitation, remodeling, repairs additions, and any other form of improvement.
- ✓ I requested the above-identified contractor to prepare a cost estimate for all of the work, including contractor's overhead and profit.
- ✓ I have personally reviewed the Itemization of Costs to Complete Project and/or the Cost Estimate.
- ✓ The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project and/or Cost Estimate constitutes the entire scope of work to be done in accordance with plans and specifications prepared by the contractor.

Additionally, **I understand:**

- ✓ If during the course of construction, I request 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.
- ✓ 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.
- ✓ The grade of materials may vary as to the manufacturer but may not exceed the costs stated on Itemization of Costs to Complete Project and/or Cost Estimate.

**Total Labor & Materials**      \$ \_\_\_\_\_

**Overhead & Profit**              \$ \_\_\_\_\_

**Total Cost**                        \$ \_\_\_\_\_

Signature \_\_\_\_\_  
State of \_\_\_\_\_

Date: \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_  
Personally know \_\_\_\_\_ or Produced Identification \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

My commission expires: (seal)

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

Project Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_/Company: \_\_\_\_\_

Contractor's Full Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_ Date of Contractor's Estimate: \_\_\_\_\_

Daytime Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Daytime Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

***I hereby attest to the following:***

- ✓ 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.
- ✓ I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above-referenced address.
- ✓ At the request of the owner, I have personally prepared the Itemization of Costs to Complete Project and/or the Cost Estimate (attached).
- ✓ The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project and/or the Cost Estimate constitutes the entire scope of work to be done in accordance with plans and specifications prepared by me.

Additionally, **I understand:**

- ✓ 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.
- ✓ 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.
- ✓ 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.

**Total Labor & Materials**      \$ \_\_\_\_\_

**Overhead & Profit**              \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ (Attach Cost Estimate)

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_  
Personally know \_\_\_\_\_ or Produced Identification \_\_\_\_\_

\_\_\_\_\_  
**Notary Public**

My commission expires: (seal)

**ARCHITECT'S OR ENGINEER'S AFFIDAVIT – Estimated Cost of Construction**

Project Address: \_\_\_\_\_

Architect's /Engineer's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Daytime Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

***I hereby attest to the following:***

- ✓ 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.
- ✓ I have prepared (or directly supervised the preparation of) a set of construction plans and specifications for the project located at the above-referenced address.
- ✓ At the request of the owner, I have personally reviewed the Itemization of Costs to Complete Project and/or the Cost Estimate (attached).
- ✓ The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project and/or the Cost Estimate constitutes the entire scope of work to be done in accordance with plans and specifications prepared by me.

Additionally, ***I understand:***

- ✓ 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.
- ✓ 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.
- ✓ 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.

**Total Labor & Materials**      \$ \_\_\_\_\_

**Overhead & Profit**              \$ \_\_\_\_\_



Total Cost \$ \_\_\_\_\_ (Attach Cost Estimate)

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_  
Personally know \_\_\_\_\_ or Produced Identification \_\_\_\_\_

\_\_\_\_\_  
*Notary Public* My commission expires: (seal)

**AFFIDAVIT OF FINAL CONSTRUCTION COSTS**

Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Full Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Tel#: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

***I hereby attest to the following:***

- ✓ I have personally reviewed the Itemization of Costs to Complete Project and/or the Cost Estimate.
- ✓ The cost, quantity, and type of materials and labor shown in the Itemization of Costs to Complete Project and/or Cost Estimate constitute the entire scope of work completed in accordance with the plans and specifications prepared by the contractor.

Any increase in constructions costs since the Initial Affidavit, dated \_\_\_\_\_, are included in the Total Actual Construction Cost of Completed Work below and in the attached Itemization of Costs of Completed Work, and a copy of all Final Invoices are attached to this Affidavit.

Total Labor & Materials \$ \_\_\_\_\_

Overhead & Profit \$ \_\_\_\_\_

**Total Actual Construction Cost of Completed Work** \$ \_\_\_\_\_

**Owner'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: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_  
Personally know \_\_\_\_\_ or Produced Identification \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

My commission expires: (seal)

**Contractor'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: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_  
Personally know \_\_\_\_\_ or Produced Identification \_\_\_\_\_

\_\_\_\_\_  
*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: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_  
Personally know \_\_\_\_\_ or Produced Identification \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

My commission expires: (seal)

**FLOOD ZONE DEVELOPMENT – SUBSTANTIAL IMPROVEMENT REVIEW**

**ITEMIZATION OF COSTS OF COMPLETED WORK**

	<b>WORK DESCRIPTION</b>	<b>COST OF MATERIALS</b>	<b>COST OF LABOR</b>	<b>COMMENTS</b>
1	Foundation/Footings/Pilings			
2	Concrete Slab			
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7	Exterior Finish (stucco/siding)			
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