

Department of Inspections and Code Enforcement  
John Q. Public, Building Official  
1234 Main Street  
Floodville, MS 12345  
Phone: (601) 555-1234

# NOTICE

Dear Property Owner:

Based on a damage assessment inspection and the best information available to us, the structure located at

\_\_\_\_\_, Floodville, MS  
Number Street

suffered significant damage as a result of the recent flood and is classified as "SUBSTANTIALLY DAMAGED" as defined in the City of Floodville Flood Damage Prevention Ordinance and/or "CONDEMNED" and is unsafe to occupy in its present condition. If you have a flood insurance policy, you should contact your agent in regard to eligibility for the Increased Cost of Compliance consideration. You may be eligible for up to \$30,000.00 in mitigation money.

The effect of this determination is that in order to make repairs, this structure must be elevated so that the lowest floor is elevated to at least the base flood elevation (BFE) as depicted on the community's Flood Insurance Rate Map Number \_\_\_\_\_ dated \_\_\_\_\_. We will need an elevation certificate sealed by a licensed surveyor prior to the issuance of any building or repair permits and an "as built" survey prior to a final certificate of compliance being issued. It is recommended that the structure be elevated ( ) feet or more above the BFE.

If you have not made application for a demolition or repair permit, our office must be contacted before starting work. The Floodville City Council has declared a moratorium on all new residential construction, renovations, and replacements in the designated special flood hazard area (SFHA) within the corporate limits through \_\_\_\_\_, 20\_\_\_\_, or as extended.

You should keep receipts for all materials and labor used for repairs. If you do work yourself or have volunteers help you, keep track of the hours worked. This information will be valuable to you if the city or county receives any assistance for flood mitigation projects at a later date.

A hearing will be held on this matter at \_\_\_\_\_ am/pm on \_\_\_\_\_ in Room 123, Nathan Forrest Building, Main Street, Floodville, MS. At this time you will be able to present in person or by counsel evidence as to why the structure cannot be elevated: or should not be demolished or removed, the lot cleared and other hazards abated.

Following the hearing, an Order may be issued to repair, vacate and close, or demolish the building or as to whether the structure is substantially damaged. If you fail to take prompt corrective action to comply with this Order you may be prosecuted in the Court of General Justice as being guilty of a class I misdemeanor. You may appeal the Order to the City Council or Board of Adjustment as appropriate by giving notice of appeal in writing to me and to the City Clerk within ten (10) days following issuance of the order. In the absence of an appeal this order shall be final.

If you wish to discuss this matter by telephone or in person at any time, you may reach me at 601-555-1234.

\_\_\_\_\_  
Code Enforcement Officer

Date: \_\_\_\_\_, 20\_\_\_\_