



P 765-482-8844
E dwarren@Lebanon.IN.gov

One Municipal Plaza
401 S. Meridian St.
Lebanon, IN 46052

ELEVATION CERTIFICATE STANDARD OPERATING PROCEDURE

Purpose:

The objective of this Standard Operating Procedure is to:

- Establish guidelines for handling and maintaining Elevation Certificates
- Provide quality control guidelines for Elevation Certificates

Background:

The City of Lebanon maintains floodplain management regulations under Ordinance 2017-05, Ordinance for Flood Hazard Areas. Ordinance 2017-05 outlines the Permit Procedures for new construction and substantial improvements in a Special Flood Hazard Area (SFHA). Elevation of the top of the planned lowest floor (including basement) of all proposed buildings is required. Elevation should be in NAVD 88 or NGVD. Ordinance 2017-05 requires base flood elevation data, for all subdivision proposals and other proposed developments that include land located within a special flood hazard area, which is greater than the lesser of fifty (50) lots or five (5) acres.

Procedure:

The Elevation Certificate SOP is available to the public, and applicants, through the City of Lebanon Planning and Zoning Administration Office located at 401 S. Meridian St., Lebanon, IN 46052, and the City of Lebanon website: <http://www.lebanon.in.gov/index.php/planning-department/#flood>

This procedure applies to buildings in the SFHA only. Areas outside the SFHA do not require an Elevation Certificate.

This procedure applies to and requires the Federal Emergency Management Agency (FEMA) Elevation Certificate, latest version, found at <https://www.fema.gov/elevation-certificate>.

The Planning and Zoning Administration will not issue a building permit for new construction, or substantial improvement of an existing structure, without an approved FEMA Elevation Certificate. The Elevation Certificate must be completed in accordance with FEMA instructions and be reviewed and approved by the City Floodplain Administrator.

Should an Elevation Certificate be found to contain errors, the reviewer shall provide an explanation of what needs to be corrected and how to make those corrections. All boxes on the elevation certificate must be completed or marked "N/A" (not applicable) as appropriate.

Once an Elevation Certificate is deemed acceptable, it will be stored in the Planning and Zoning Administration. A copy will be stored with the permanent building permit file.