



Building and Development Services  
1112 Manatee Ave. W.  
Bradenton, FL 34205  
Phone: (941) 742-5871  
www.mymanatee.org

## **DETERMINATION OF IMPROVEMENT CONSTRUCTION**

**SUBSTANTIAL IMPROVEMENT** means any combination of repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure taking place during a 1-year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the building or structure before improvement or repair is started. For each building or structure, the 1-year period begins on the date of the Certificate of Completion or Certificate of Occupancy of the first improvement or repair of that building or structure.

### **POLICY**

This form is used for alterations or additions of existing legally nonconforming structures within the floodplain. The owner attests to improvement costs with back-up documentation that is compared to known current construction costs. A review for feasibility is made and compared against the value of the structure before any improvements are made.

### **PROCEDURE**

1. Floodplain Management staff compares the proposed cost of the improvements against the appraised value of the structure to determine if the proposed work constitutes a substantial improvement under local law.
  2. This notarized form will become part of the permanent record. The cost of improvements is tracked and accumulated toward any future improvement considerations. Based on policy, improvements are tracked from one year of the issuance of a Certificate of Completion.
  3. Back-up material may be required and shall include contracts or estimates by duly licensed contractors and/or material lists with labor add ons for work being done by the owner.
  4. **Form must be signed by the owner of the land and notarized.**
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DETERMINATION OF IMPROVEMENT FORM

Building Permit Application No. \_\_\_\_\_ Date: \_\_\_\_\_

Location of Property (Address) \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ PID # \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Owner \_\_\_\_\_ Address \_\_\_\_\_

FLOOD ZONE INFORMATION

Attach copy of Survey indicating the flood zone boundaries and required elevations.

F.I.R.M. Panel Number 12081C \_\_\_\_\_ Variance No. (if applicable) \_\_\_\_\_

Flood Zone \_\_\_\_\_ Exist. Elevation \_\_\_\_\_ B.F.E. \_\_\_\_\_ Date of Original Construction \_\_\_\_\_

Fair market value of existing structure \_\_\_\_\_
(Excluding land and detached improvements)

Manatee Co. Property Appraiser \_\_\_\_\_ Private Appraiser \_\_\_\_\_ Manatee Co. Desk Appraisal \_\_\_\_\_

Cost of Proposed Improvements: \$ \_\_\_\_\_

Percentage of Improvements (Cost of Improvement ÷ Fair Market Value) \_\_\_\_\_ %

Do the proposed modifications represent a Substantial Improvement? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the above information is a complete and accurate representation of the cost for the full scope of the intended work and the total cost of all labor and materials necessary to complete that scope.

\_\_\_\_\_  
Property Owner Date

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by \_\_\_\_\_, who is personally known to me ( ) or has provided the following identification \_\_\_\_\_. Expiration Date: \_\_\_\_\_ and who did/did not take an oath.

\_\_\_\_\_  
Notary Public Signature Notary Public Stamp