(Municipal / Program Letterhead)

(Date)

The property located at (address) is not in a 100-year floodplain.

(or)

The property located at (address) is located in a 100-year floodplain. The project scope of work (is or is not) \*substantial improvement.

Thank you,

(Local Codes Officer or Municipal Leader (i.e. Mayor, Supervisor, etc.))

(Title)

\**Substantial improvement is the program’s cost estimate totaling 50% or more of the assessed value of the property.*