<CEO Name>

<Address1>

<Address2>

<City>, <State> <Zip>

RE: COMMUNITY ASSISTANCE VISIT

Dear <CEO Name>:

A Community Assistance Visit (CAV) has been scheduled with <NAME>, Floodplain Administrator, to discuss the <COMMUNITY>’s participation in the National Flood Insurance Program (NFIP), and to address any questions you or your staff may have about your community’s NFIP responsibilities. <FEMA/STATE REP> will conduct the meeting. It is scheduled to begin at <TIME> on <DATE> in <NAME> office.

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) periodically conducts these visits or requires the New Jersey Department of Environmental Protection, Bureau of Flood Engineering to conduct these visits as part of the FEMA’s Community Assistance Program. The purpose of these visits is to maintain periodic contact with communities participating in the NFIP, to assess the effectiveness of a community’s implementation of its flood damage prevention ordinance, and to provide technical assistance. Your community’s Floodplain Administrator is designated by your community’s flood damage prevention ordinance. Certain duties may be delegated by this individual to other community officials involved in the review of floodplain development, including permitting, inspection, recordkeeping, and subdivisions review. Individuals involved with these responsibilities must be present during the meeting or available for questions.

In this regard, we ask that your staff have copies of the information requested below available for <NAME> at the meeting that can be taken back to our offices to review after the meeting. The information necessary to complete this Compliance Assistance Visit is as follows:

1. Copies of your current regulations affecting floodplain development, including:
2. Ordinance(s)
3. Adopted flood provisions of the building code
4. Flood Insurance Rate Maps or other map products used in decision-making, and
5. Any amendments or companion regulations that cover floodplain development not addressed by the codes.
6. Records of flood damage prevention permits for all development in the designated Special Flood Hazard Areas (SFHAs) issued since <Date> (date of last CAV or past five years, whichever is more recent) as summarized on the attached FEMA Permit Template. NFIP floodplain management records must include both structural and non-structural development in your community’s floodplain.

Please note that this section of the letter is focused solely on the documentation received by the construction official that demonstrates compliance with 44 CFR 59 and 60, the National Flood Insurance Regulations. Please note that locally-issued flood damage prevention permits and state- DEP Land Resource Protection permits are both considered prior approvals to Construction Permits as per N.J.A.C. 5:23-1.4 and/or 4.5(b)2. Although the Uniform Construction Code considers Flood Damage Prevention permits to be “prior approvals”, FEMA regulations in 44 CFR 60.3(a)2 clearly states that Flood Damage Prevention Permits should be issued after all prior Federal and State approvals, including DEP Land Resource Protection permits are received so that the state floodplain regulations exceeding the NFIP minimum standards are incorporated into local decision-making. Additionally, FEMA requires that all local building permit applications be evaluated concurrently with the construction permit process as described in 44 CFR 60.3(a)3.

4. Records of the as-built lowest floor elevations in accordance with 44 CFR §60.3 (b)(5), of structures built in the designated SFHAs since <Date> (date of last CAV or past five years, whichever is more recent). Please note that compliance records must be maintained (and available at the meeting) for all development in SFHAs, to ascertain whether or not the development complies with applicable floodplain management regulations. This shall include verification that structures are built to the State Flood Hazard Design Flood Elevation minimum requirement or to a more restrictive local standard required by your community and documented in an Elevation Certificate as required by N.J.A.C. 5:23-2.18(b)1ii2 at foundation completion and at final inspection.

5. During the visit, your staff will be asked to describe the following:

1. The process the community uses to review proposed development in the SFHAs, including new buildings and other structures, new and replacement manufactured homes, improvements to or repairs of damages to existing buildings and structures, development other than buildings (e.g., dredging, filling, grading, paving, excavation, or drilling operations), and stream or channel alterations and maintenance.
2. The process for determining whether projects need a state-issued floodplain permit or require a permit-by-rule and describe the process for ensuring compliance with New Jersey Flood Hazard Design Flood Elevation, which is the minimum design flood elevation in New Jersey.
3. The process for reviewing new subdivision proposals including manufactured home parks and subdivisions in designated SFHAs.
4. The community’s on-site inspection of new and on-going development in the SFHAs.
5. The community’s enforcement procedures.
6. The variance process, along with any records of all variances requested (denied or approved) since <Date> (date of last CAV or five years, whichever is most recent).

6. Your staff should also be prepared to raise any concerns your community may have pertaining to the Flood Insurance Rate Map (FIRM) and the Flood Insurance Study (FIS) including their accuracy, completeness, or need for other data.

7. FEMA requires the DEP to examine actual and potential violations as part of the CAV process. Attached to this letter is a list of addresses with documented violations from FEMAs insurance database. Additionally, FEMA has identified potential violations and has communicated with your community. Generally, these potential violations are identified from applications for letters of map changes. These letters are attached. Please be prepared to discuss actions that you have taken to address any violations and potential violations.

8. In addition, if violations are found in the documents provided by your community, the DEP will refer the documentation to FEMA Region 2.

In preparation for this visit, I encourage your town to complete the attached self-assessment document and to consider implementing any necessary corrective action measures prior to the meeting and discussing their implementation at the meeting. I also encourage you to visit our community assistance website at XXXXX, which contains helpful resources for maintaining NFIP compliance and subscribing to our Floodplain Communicator newsletter at XXXXXXXXXXXXXXXXX..

Should you have any questions regarding the CAV, please contact < FEMA/STATE REP> at <PHONE NUMBER> or by E-MAIL at <EMAIL ADDR.

Sincerely,

Kunal P. Patel, Ph.D., P.E., CFM

NJ State NFIP Coordinator

Bureau of Flood Engineering and Climate Resilience Design

cc: Marianne Luhrs, FEMA Region 2 Acting Branch Chief

Chanelle LaCross, FEMA Region 2

Name of Staff Member

Dennis Reinknecht, Director, Division of Resilience Engineering and Construction

Attachments: FEMA Permit Template

Community Assistance Visit Self-Assessment Form

Potential Violation Letters