**FLOODPLAIN ADMINISTRATOR**

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| **Questions** | **Community Response** |
| 1. How many years of experience do you have working in floodplain management?  |  |
| 2. Do you perform duties other than floodplain management? |  |
| 3. Are floodplain management responsibilities divided amongst various staff? |  |
| 4. Are you a Certified Floodplain Manager (CFM1)? |  |
| 5. Have you taken FEMA’s E0273 Managing Floodplain Development through the National Flood Insurance Program? Have you attended other trainings? |  |
| 6. Are any external individuals or agencies – Contractors, County, State or other local municipalities – responsible for any aspect of your FPM program? If so, please describe and provide copies of any relevant interlocal shared services agreements or MOUs/MOAs.  |  |

**PERMITTING**

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| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 1. What is your administrative procedure for identifying whether a property is in a flood zone or floodway? |  |  |
| 2. How many Special Flood Hazard Area (SFHA5) Development Permits have you issued in the past \_\_\_\_\_\_\_ years? How many are for new construction or substantial improvement? How many are for other types of SFHA5 regulated development (e.g., excavation, filling, paving, etc.)? Please provide blank SFHA5 Development Permit. |  |  |
| 3. How does your community regulate accessory structures? |  |  |
| 4. How does your community regulate critical facilities? |  |  |
| 5. How does your community regulate municipally owned structures? |  |  |
| 6. What is your community’s process for non-structural development activities, including mining, dredging, filing, grading, paving, excavation or drilling? |  |  |
| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 7. What is your community’s policy for retaining FPM related documents? |  |  |
| 8. Does your community provide information on the floodplain management program on its website?  |  |  |
| 9. Do you collect elevation certificates? Please describe the intake and review process. What measures are taken to correct errors? |  |  |
| 10.What administrative procedures are in place to obtain the following, as applicable, certifications? a. Flood-proofed Non-Residential Structures b. Openings for Enclosed Areas Below the Lowest Floor  c. V-Zone pile and column foundation and structural anchoring d. V-Zone Breakaway Walls e. Floodway No Rise f. Letters of Map Change (including for fill) g. Non-Conversion Agreements  |  |  |

**ORDINANCE**

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| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 1. What is the year of your most recent Flood Damage Prevention Ordinance (FDPO2)? Most recent Effective FIRMs? Was the FDPO2 to a Code Coordinated Ordinance? Do you send all FDPO2 revisions to NJDEP and FEMA? If not, please provide copies.  |  |  |
| 2. What other local and/or State regulations/ordinances have an impact on development within your community’s SFHA5? |  |  |
| 3. Do you have any higher regulatory standards implemented exclusively through your FDPO2 or at the local level? (i.e., it is not a State minimum requirement). Did you incorporate by reference the state’s higher standards (NJ Flood Hazard Area Control Act, NJ State Building Code) into your FDPO2 by adopting a Code Coordinated Ordinance Model? |  |  |

**MAPPING**

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| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 1. What maps are used for floodplain regulation? If more than one map is used (i.e., Effective, Preliminary, ABFE, etc.) please describe the process for determining applicability? Do you use hard-copy maps, or do you refer to online resources (i.e., Region2 Coastal, FEMA Map Service Center, etc.)? |  |  |
| 2. If the maps used for floodplain management differ from the NFIP’s effective maps, how is this explained to the public? |  |  |

**DEVELOPMENT**

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| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 1. What is your community’s procedure for subdivisions and larger developments? Are there any large-scale developments planned for the SFHA5 or near to the SFHA5? |  |  |
| 2. Are there any flood control or mitigation projects planned, ones under construction currently, or ones that have been completed recently?  a. If so, what agency implemented the project?  b. What are the operation and maintenance procedures?  c. Has the control been tested by an actual flood event? d. Has your office issued a SFHA5 Floodplain Permit for the activity? |  |  |
| 3. Does your community have dams and/or levees? a. If so, do any have Emergency Action Plans? b. Do any have active maintenance programs? |  |  |
| 4. How are the provisions of the Endangered Species Act incorporated in the review of development activities in SFHAs5? |  |  |

**MANUFACTURED HOME PARKS**

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| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 1. Does your community currently have manufactured home parks or subdivisions in the SFHA5 and, if so, how many units? |  |  |
| 2. Does your community allow new installations and replacements outside of existing manufactured home parks or subdivisions? |  |  |
| 3. What is your community’s elevation requirements for new installations and replacements? |  |  |
| 4. How does your community regulate Recreational Vehicles in the SFHA5? • 180 day Occupancy • Licensed Vehicles• Anchoring |  |  |

**SUBSTANTIAL IMPROVEMENT/ SUBSTANTIAL DAMAGE (SI**6**/SD**7**)**

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| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 1. Describe your process for making substantial damage determinations. Has your community developed written procedures guiding substantial damage determinations? If yes, please provide.  |  |  |
| 2. At what stage during permit review is substantial improvement determined? |  |  |
| 3. What methods are used for appraisal and valuation of the improvement? |  |  |
| 4. How are proposed renovations to historic structures reviewed to determine if the structure would retain its historic designation? |  |  |
| 5. How do you regulate certain activities (e.g., roofing, siding, etc.) that have been reclassified by NJAC 5:23 from minor work to ordinary maintenance? |  |  |
| 6. Does your community have any Sandy SI6/SD7 structures that have not been mitigated? |  |  |

**VARIANCE**

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| **Questions** | **Community Response** | **Compliance Plan Proposed** |
| 1. How many variances from your floodplain management regulations have been granted in the past \_\_\_\_\_\_\_\_ years? From which specific provision(s)? |  |  |
| 2. What are your variance procedures, including notice and effects of the variance on NFIP premiums? |  |  |
| 3. Have you granted variances for historic structures? |  |  |

**VIOLATIONS AND ENFORCEMENT**

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| **Questions** | **Community Response** | **Corrective Action Plan** |
| 1. Does your community conduct periodic inspections for compliance in the SFHAs5? |  |  |
| 2. Are you aware of any Submit-for-Rate or Negative Rated insurance policies (these generally have very high premiums) within your community now? |  |  |
| 3. What procedures are in place for remedying violations? Have any enforcement/compliance actions been undertaken in the community in the past \_\_\_\_\_\_\_\_\_ years? |  |  |

**MITIGATION**

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| **Questions** | **Community Response** | **Corrective Action Plan** |
| 1. How many Repetitive Loss (RL3) properties are in your community? Severe Repetitive Loss (SRL4)? |  |  |
| 2. Have any SRL4/RL3 properties been mitigated? Did you submit AW-501 forms on the mitigated structures? |  |  |
| 3. Are there any floodplain management initiatives in your community beyond the regulations that provide for mitigation (for example, acquisition, flood warning systems, hurricane evacuation plans, stormwater management plans, or Floodplain Management plans)? |  |  |
| 4. Are there awarded mitigation grants (from any source) still open within your community? |  |  |

**Comments**

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