

# Elevation Certificate Supplemental Instructions

## County of Los Angeles Department of Public Works

### Purpose:

These Supplemental Instructions are to assist the public in correctly completing the form and expediting its processing. Its goal is to eliminate common errors experienced. These Supplemental Instructions provide an expanded explanation on the information to be entered. They are supplemental to FEMA's published instructions for the most current FEMA Form and should be used together. Should there be any conflicting instructions; the published most current FEMA Form shall prevail.

### Supplemental Instructions:

- Download the most current Elevation Certificate FEMA Form at <http://dpw.lacounty.gov/wmd/nfip/>
- Follow all Elevation Certificate instructions.
- Every applicable field must have its information entered.
- Do not leave any questions unanswered or blank. Enter "N/A" if not applicable.
- Check all necessary boxes.
- A1: Enter full first and last name of property owner.
- A2: Enter complete address with no abbreviations (i.e. use full suffix avenue, boulevard, circle, court, drive, lane, parkway, place, road, street, terrace, trail, view).
- A3: Enter Assessor's Parcel Number (APN). APN may be obtained using the Assessor's Property Tax Portal at <http://maps.assessor.lacounty.gov/mapping/viewer.asp>
- A4: 1. Identify if New, Re-Model, or Addition. 2. Identify if Residential, Non-Residential, or Accessory (Type). 3. Identify if garage is attached or detached. 4. Approximate improvement value. Complete the Substantial Improvement/ Substantial Damage Worksheet and enter percentage of improvement to market value.
- A7: Select only from available Diagrams from the Elevation Certificate instructions.
- B1: Enter "Los Angeles County 065043" for all unincorporated County properties.
- B4: Enter complete FIRM Panel Number (i.e. 06037C0658).
- B5: Enter the Suffix, the letter that follows the Map Number, usually "F" ( i.e. the "F" in 06037C0658F)
- B6: Enter current FIRM Index Date (i.e. September 26, 2008).

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## County of Los Angeles Department of Public Works (cont.)

- B8: Enter flood zone information. Flood zone information may be obtained from <http://dpw.lacounty.gov/wmd/floodzone/>
- B8: If Flood Zone AO, enter Depth Value (1, 2, or 3ft) in B9.
- B8: If Flood Zone A (with no BFE), enter “N/A” in B9.
- B8: If Flood Zone AO or A (with no BFE), finish completing Section B and answer C1 only. Skip to Section E.
- B9: Calculate water surface elevations for FEMA 100-year and County Capital Flood Hydrology flowrates. FEMA 100-year flowrates may be obtained from the Los Angeles County Flood Insurance Study at <http://msc.fema.gov> under Product Catalog or by using FEMA approved hydrologic methods listed at [http://www.fema.gov/plan/prevent/fhm/en\\_hydro.shtm](http://www.fema.gov/plan/prevent/fhm/en_hydro.shtm). County Capital Flood flowrates may be obtained from calling our Water Resources Division Public Records Counter at (626) 458-6120 or by calculating flowrates using the County Hydrology Manual at <http://dpw.lacounty.gov/wrd/publication/>. If the Elevation Certificate is used for **design purposes**, enter the higher of the two water surface elevations. If the Elevation Certificate is used for **insurance purposes**, enter the FEMA 100-year water surface elevation.
- B10: If BFE provided in B9, include copies of County approved hydraulic calculations.
- C1: Always complete. After construction has finished, an Elevation Certificate shall be prepared and submitted.
- C2: Provide conversion formula for datum if needed.
- Section D: Enter Certifier’s full name, address, signature, and license number.
- On top of second page: Enter complete address information from Section A.