

****IMPORTANT NOTICE REGARDING YOUR PROPERTY
URGENT ACTION REQUIRED****

March 1, 2010

RE: CHANGES TO FEMA ELEVATION CERTIFICATE

Dear Resident;

As many of you are aware the BMKCS D was remapped by FEMA in 2009 and the majority of Bel Marin Keys property owners are now either in or partially in a FEMA designated flood zone. Over the past couple of months residents have been told by the County of Marin that they are now required to present **Elevation Certificates for any work for which a building permit is required**. Additionally, many lenders are requiring flood insurance based on the new flood elevation (you may have already been contacted). In order to satisfy the County of Marin requirements; possibly obtain reduced rates on your flood insurance; or provide proof to others that your home is above the FEMA flood elevation you need to provide an Elevation Certificate prepared by a Surveyor, Engineer or Architect. We have been informed that some firms are charging up to \$1,500.00 to residents for these Elevation Certificates.

An Elevation Certificate is a document that reviews the elevations in and around your home and can provide documentation that your home is actually above the FEMA defined flood elevation. A review of FEMA supplied survey data showed that many, many homes within Bel Marin Keys would benefit from Elevation Certificates. Additionally, **EFFECTIVE APRIL 1, 2010** new FEMA reporting goes into effect and all surveys performed will have to look at the lowest point of your deck or stairs on your property which is currently not stated on the Elevation Certificate. This is a SIGNIFICANT change from current reporting and **will for almost all residents negatively impact any Elevation Certificate obtained after APRIL 1, 2010.**

The BMKCS D has authorized a community wide effort to obtain Elevation Certificates for as many residents that would like to participate in this program at reduced rates. We are under a time crunch. The BMKCS D Board of Directors will contribute the administrative time to process the Elevation Certificate with the property owner paying for the reduced surveyor's rate which is \$200.00. This program is voluntary though we urge you to consider participating!

Given the short time frame and amount of organization necessary to meet the deadline and in order to participate in this program you MUST and we STRESS, MUST provide payment of \$200.00 made payable to the BMKCS D which MUST be RECEIVED by the BMKCS D office before noon on March 11th, 2010. **Late responses cannot and will not be accepted.**

Attached to this notice is your form to provide to the BMKCS D office if you wish to participate. This is a voluntary program being offered as a service by the CS D to the community. Please contact the BMKCS D office at 883-4222 or via email at bmksd-om@sbcglobal.net with any questions.

Sincerely;

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

Please provide open access around the perimeter of the house and your pets should be secured inside or confined outside. Please disable outside gate/door alarms that would impede access around the home.

Thank you,
Bel Marin Keys Community Services District

Please fill out the form below

I am the authorized representative of this above captioned property. I have attached a check or money order in the amount of \$200.00 which represents my contribution in obtaining an Elevation Certificate for the above parcel. I understand that the Elevation Certificate will provide information as set forth by FEMA Form 81-31 (February 2006). An Elevation Certificate should be mailed to me in Mid-April 2010.

I also understand that a surveyor will need to be on my property. A notice (on my door) will be provided by the BMKCSD 24-48 hours before the schedule survey date. In some cases entry into the home is not necessary; however this may be required and I will avail myself should access into my home be necessary.

Name _____

Signed _____

Dated _____

Day Time Contact phone/cell number: _____

Evening Contact Number: _____

Email _____

(attach/staple check here)

**THIS FORM MUST BE RECEIVED BY THE BMKCSD OFFICE NO LATER THAN
MARCH 11, 2010 AT NOON!**

LATE FORMS WILL NOT BE ACCEPTED!