



# SANTA ROSA ISLAND AUTHORITY

Revised 3/1/2016

## REQUIREMENTS FOR SUBMISSION OF CONSTRUCTION PLANS Residential & Commercial

1. Complete an application for residential or commercial construction. **(See attached Application form and Plan Review Fee Schedule)**
2. Provide three sets of plans and specifications that have been signed and sealed by an architect or professional engineer licensed by the State of Florida. Structures shall be designed to withstand at least 160 mph intensity wind load. Drawings shall clearly detail the type of construction; provide scaled plans, sections, details, including elevations and plot plans for project.
3. Provide three **original** copies of a surveyor's plot plan **(see attached Requirements of a Surveyor's Plot Plan)**.
4. Provide three **original** flood elevation certificates per the construction plans. All new construction or substantial improvements of residential structures in Zones AE and VE shall be elevated on pilings so that the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings) is elevated to at least 3 feet above the base flood elevation.
5. Provide three **original** V-zone Building Design and Performance Certificate – Federal Emergency Management Agency Form, and/or Compliant Foundation Openings are required in Breakaway Walls in A-Zones, if walls are enclosed. "Engineered" flood vents **MUST have letter from manufacturer or designer**
6. If applicable, a letter of comment must be received by the homeowner's association, master leaseholder, developer, etc. Note: If any letters of comments are to be received from any applicable party they must accompany the application. (Variances and pier requests).
7. Lease Amendment **(Attached - Review Copy Only, form is generated by staff upon receipt of the application)**
  - a) Amendment To Single Family Residential Lease Agreement Construction Below The Base Flood Elevation
8. Landscaping – General requirements on Pensacola Beach: Due to wind and water erosion problems experienced in a beach environment, proper landscaping is considered an essential and mandatory part of each new or modified structure. A plan showing soil, landscaping and stabilization must be furnished on submission of other plans.
9. Suggested Exterior Color Schemes for Residential Structures.



## SANTA ROSA ISLAND AUTHORITY

10. **Development Approval.** Plans and specifications shall be submitted to the SRIA office for development approval, which is required prior to building permit issuance by Escambia County. Specifications shall describe fully each type of material and construction methods for all work indicated on the plans.
11. Certain projects must be considered by the Architectural Environmental Committee (AEC), which meets monthly on the second Wednesday of the month, and/or the authority board, which meets the first Wednesday of the month.
12. Items that are reviewed and acted upon at staff level:
  1. Residential:
    - a) New Construction.
    - b) Reconstruction.
    - c) Substantial improvement (50% or more) (**See attached "FEMA 50% Rule"**)
  2. Commercial and multi-family residential construction under \$1,000,000.00.
  3. All signs.
  4. Piers, docks, basins and marinas.
13. Items that require AEC review and recommendation prior to action by the full SRIA Board:
  1. Commercial and multi-family construction over \$1,000,000.00.
  2. Projects requiring the SRIA Board to address ecological or environmental aspects.
  3. Projects representing a known or potential controversy.
  4. Preliminary or final plats for the subdivision of land.
  5. Appeals of SRIA staff determinations.
  6. Projects requiring a variance or representing an obvious or questionable deviation from established codes or restrictions or policy.

**\*\*\*Any project that requires Architectural Environmental Committee (AEC) or full Board approval must be submitted 9 days prior to the Committee meeting to be presented for consideration (per SRIA Board Policy). All applicable documents including application, supplemental documentation and letters of comment from adjacent neighbors, if project would require their being informed, i.e. swimming pools, docks or piers, MUST be complete at time of submittal.**



**SANTA ROSA ISLAND AUTHORITY**

APPLICATION FOR RESIDENTIAL CONSTRUCTION  
PENSACOLA BEACH, FLORIDA  
PHONE: (850) 932-2257 FAX: (850) 932-1866  
Effective Date 3/1/2016, Previous versions are obsolete

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ fax # \_\_\_\_\_

OWNER/LESSEE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONSTRUCTION ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: PARCEL \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

LAND USE/ZONING DESIGNATION: \_\_\_\_\_ FLOOD ZONE DESIGNATION: \_\_\_\_\_

Pre-FIRM: \_\_\_\_\_ (50% Rule Calculation)  Post-FIRM

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_ NUMBER OF SQUARE FEET: \_\_\_\_\_

BUILDING SET BACK LINES: \_\_\_\_\_ FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE

VARIANCE(s): \_\_\_\_\_

\*\*\*PLEASE USE SCOPE OF WORK PAGE FOR PROJECT DESCRIPTION \*\*\*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ REVIEW FEE: \_\_\_\_\_

**THIS BOX TO BE COMPLETED BY SRIA STAFF**

STAFF COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AEC APPROVAL: \_\_\_\_\_ BOARD APPROVAL: \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

**OTHER APPLICABLE PERMITS REQUIRED:**

- FDEP  Attached
- COE  Attached
- E/C NESD  Attached
- E/C BID  Attached

Approval Documents Picked Up By and/or Faxed To: \_\_\_\_\_ Date: \_\_\_\_\_



**SANTA ROSA**  
ISLAND AUTHORITY

**SCOPE OF WORK**

Property Address: \_\_\_\_\_

*Describe in detail all work to be performed, be specific as to the nature and location of the work, size and number of items.*

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**Federal Regulations and Local Requirements regarding the National Flood Insurance Program:**

This acknowledges my understanding that all construction on Pensacola Beach is subject to the regulations mandated by the Escambia County Land Development Code.

I further understand that the regulations specifically require that none of the area below the designed base flood elevation be designed or used for the purpose of human habitation.

Signature: \_\_\_\_\_ date \_\_\_\_\_

Print name: \_\_\_\_\_ Owner or agent \_\_\_\_\_



**SANTA ROSA ISLAND AUTHORITY**

**APPLICATION FOR COMMERCIAL CONSTRUCTION**

**PENSACOLA BEACH, FLORIDA**

**PHONE: (850) 932-2257 FAX: (850) 932-1866**

**Effective date 3/1/2016, Previous versions are obsolete**

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ Fax# \_\_\_\_\_

OWNER/LESSEE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONSTRUCTION ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: PARCEL \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

LAND USE/ZONING DESIGNATION: \_\_\_\_\_ FLOOD ZONE DESIGNATION: \_\_\_\_\_

Pre-FIRM: \_\_\_\_\_ (50% Rule Calculation)  Post-FIRM

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_ NUMBER OF SQUARE FEET: \_\_\_\_\_

BUILDING SET BACK LINES: \_\_\_\_\_ FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE

VARIANCE(s): \_\_\_\_\_

**\*\*\*PLEASE USE SCOPE OF WORK PAGE FOR PROJECT DESCRIPTION \*\*\***

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ REVIEW FEE: \_\_\_\_\_

**THIS BOX TO BE COMPLETED BY SRIA STAFF**

**STAFF COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AEC APPROVAL: \_\_\_\_\_ BOARD APPROVAL: \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

**OTHER APPLICABLE PERMITS REQUIRED:**

- FDEP  Attached
- COE  Attached
- E/C NESD  Attached
- E/C BID  Attached

Approval Documents Picked Up By and/or Faxed To: \_\_\_\_\_ Date: \_\_\_\_\_



**SANTA ROSA  
ISLAND AUTHORITY**

**SCOPE OF WORK**

Property Address: \_\_\_\_\_

*Describe in detail all work to be performed, be specific as to the nature and location of the work, size and number of items.*

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***Federal Regulations and Local Requirements regarding the National Flood Insurance Program:***

This acknowledges my understanding that all construction on Pensacola Beach is subject to the regulations mandated by the Escambia County Land Development Code.

I further understand that the regulations specifically require that none of the area below the designed base flood elevation be designed or used for the purpose of human habitation.

Signature: \_\_\_\_\_ date \_\_\_\_\_

Print name: \_\_\_\_\_ Owner or agent \_\_\_\_\_

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SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

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TITLE: PLANS REVIEW FEE SCHEDULE  
ADOPTED: 9-11-96  
REVISED: 12-12-07, 8-8-2012  
DEPT: ENVIRONMENTAL & DEVELOPMENTAL SERVICES

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Purpose: To establish a written fee schedule for the following plan review services:

1.	Sign or Fence (no variance)	\$ 25
2.	Residential (no variance)	
	a. New residences and major additions	\$100*
	b. Renovations within existing footprint (Interior/exterior)(Less than 50%)	\$ 50
3.	Commercial (no variance)	
	a. New construction & major additions	\$400*
	b. Additions & renovations within existing footprint(exterior)	\$200
	c. Interior renovations	\$100
4.	After-the-fact requests (requires board action)	\$500
5.	Variance Application	\$100
6.	Decks, Docks, Seawalls, Retainer Walls	\$100
7.	Demolition	\$100
8.	Swimming Pools	\$100
9.	Lawn Sprinkler Systems	\$ 25
11.	Tent/Canopy	\$ 25

**NOTE: All fees must be paid at the time of application submittal and are non-refundable**

\*applications that require resubmittal or CCCL review will incur an additional plan review fee of 1/2 the base fee. (i.e. Plan review fee for gulf front residence will be \$150 as opposed to \$100)



## SANTA ROSA ISLAND AUTHORITY

Revised 10/15/2015

### REQUIREMENTS OF A SURVEYOR'S PLOT PLAN Residential & Commercial

1. The plot plan must clearly indicate dimensions of property lines, corner stakes and location of proposed structure, including overhang, porches, decks, balconies, stairs, etc...
2. All setback lines, as established by the SRIA, must be shown.
3. The sides of the proposed structure must be depicted.
4. Any street/road rights-of-way and/or easement(s) adjacent to or on property must be referenced.
5. The plan shall contain the location of the utilized bench mark as established by the SRIA for flood insurance purposes, its appropriate elevation, and the base flood elevation and zone, as established by the Federal Emergency Management Agency.
6. This plan shall contain elevations, as measured from NAVD 1988, for each corner of the property, at the edge of the street fronting the property, and at a point representing the approximate center of the proposed structure.
7. All new construction or substantial improvements of residential structures in Zones AE and VE shall be elevated on pilings so that the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings) is elevated to 3 feet above the base flood elevation. Therefore, **the height above the NAVD 1988 of the lowest floor (excluding pilings) must be shown on the survey.**
8. If the property is located seaward of the 1986 FDEP State's Coastal Construction Control Line (CCCL), the 1986 & 1975 CCCL must be shown on survey.
9. Plans shall show the outline of any adjacent buildings and decks and their relations to property and setback lines.
10. The location of the mean high water line and vegetation line (if any) shall be shown on all waterfront property. (Gulfside and/or Soundside)
11. Generally, standards set forth for residential plot plans also apply to submissions for commercial construction. A notable exception in that on parcels of property considerably larger than typical residential lots, elevations taken at the corners the proposed structure(s) are to be substituted for elevations at each corner of the property.
12. Plot Plans shall be prepared by the holder of a Florida Registered Land Surveyor's Certificate and the document shall bear the seal and signature.



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SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

TITLE: REGULATION FOR UNDERGROUND POWER ON PENSACOLA BEACH  
ADOPTED: 9-7-05  
DEPT: ENVIRONMENTAL & DEVELOPMENTAL SERVICES

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In order to transition to underground power on Pensacola Beach, when an electrical permit is required for electrical service work on a new or existing structure, the service to that structure must be placed underground from the Gulf Power Pole.

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SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

TITLE: STREET-SIDE VARIANCES FOR GULF OF MEXICO PROPERTIES  
ADOPTED: 10-25-96  
DEPT: ENVIRONMENTAL & DEVELOPMENTAL SERVICES

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Purpose:

To facilitate residential construction landward of the 1975 Coastal Construction Control Line.

The SRIA staff is allowed to grant street side setback variances of up to twenty-five feet for construction on leasehold property on the Gulf of Mexico lying within the 1975 Coastal Construction Control line.

# ELEVATION CERTIFICATE

IMPORTANT: Follow the instructions on pages 1-9.

OMB No. 1660-0008  
 Expiration Date: July 31, 2015

## SECTION A - PROPERTY INFORMATION

FOR INSURANCE COMPANY USE

A1. Building Owner's Name		Policy Number:
A2. Building Street Address (Including Apt., Unit, Suite, and/or Bldg. No.) or PO, Route and Box No.		Company NAIC Number:
City	State	ZIP Code
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) _____		
A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983		
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.		
A7. Building Diagram Number _____		
A8. For a building with a crawlspace or enclosure(s):		A9. For a building with an attached garage:
a) Square footage of crawlspace or enclosure(s) _____ sq ft		a) Square footage of attached garage _____ sq ft
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____		b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____
c) Total net area of flood openings in A8.b _____ sq in		c) Total net area of flood openings in A9.b _____ sq in
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No		d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number			B2. County Name		B3. State
B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/ Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: ____ / ____ / ____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

## SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on:  Construction Drawings\*  Building Under Construction\*  Finished Construction  
 \*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: \_\_\_\_\_ Vertical Datum: \_\_\_\_\_

Indicate elevation datum used for the elevations in Items a) through h) below.  NGVD 1929  NAVD 1988  Other/Source: \_\_\_\_\_  
 Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used.

a) Top of bottom floor (including basement, crawlspace, or enclosure floor)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
b) Top of the next higher floor	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
d) Attached garage (top of slab)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
f) Lowest adjacent (finished) grade next to building (LAG)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
g) Highest adjacent (finished) grade next to building (HAG)	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support	_____ . _____	<input type="checkbox"/> feet <input type="checkbox"/> meters

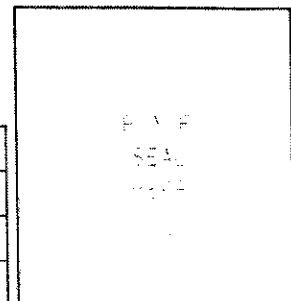
## SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Check here if comments are provided on back of form.  Check here if attachments.

Were latitude and longitude in Section A provided by a licensed land surveyor?  Yes  No

Certifier's Name		License Number	
Title	Company Name		
Address	City	State	ZIP Code
Signature	Date	Telephone	



**ELEVATION CERTIFICATE, page 2**

<b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>			<b>FOR INSURANCE COMPANY USE</b>	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or R.O. Route and Box No.			Policy Number:	
City	State	ZIP Code	Company NAIC Number:	

**SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)**

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments

Signature

Date

**SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).

- a) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.
- b) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 8–9 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.

E3. Attached garage (top of slab) is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is \_\_\_\_\_ . \_\_\_\_\_     feet     meters     above or     below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance?  Yes     No     Unknown. The local official must certify this information in Section G.

**SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION**

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Comments

Check here if attachments.

**SECTION G – COMMUNITY INFORMATION (OPTIONAL)**

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

- G1.  The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2.  A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3.  The following information (Items G4–G10) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate Of Compliance/Occupancy Issued
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G7. This permit has been issued for:     New Construction     Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: \_\_\_\_\_ . \_\_\_\_\_     feet     meters    Datum \_\_\_\_\_

G9. BFE or (in Zone AO) depth of flooding at the building site: \_\_\_\_\_ . \_\_\_\_\_     feet     meters    Datum \_\_\_\_\_

G10. Community's design flood elevation: \_\_\_\_\_ . \_\_\_\_\_     feet     meters    Datum \_\_\_\_\_

Local Official's Name \_\_\_\_\_ Title \_\_\_\_\_

Community Name \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments

Check here if attachments.

**BUILDING PHOTOGRAPHS**

See instructions for Item A6.

<b>IMPORTANT: In these spaces, copy the corresponding information from Section A.</b>			<b>FOR INSURANCE COMPANY USE</b>	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			Policy Number:	
City	State	ZIP Code	Company NAIC Number:	

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.

## V ZONE DESIGN CERTIFICATE

Name \_\_\_\_\_

Building Address or Other Description \_\_\_\_\_

Permit No \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ FL \_\_\_\_\_ Zip \_\_\_\_\_

### Section I: Flood Insurance Rate Map (FIRM) Information

Community No.	Panel No	Suffix	Firm Date	Zone

### Section II: Elevation Information Used for Design

(NOTE: This section documents the elevations/depths used or specified in the design - it does not document surveyed elevations and is not equivalent to the as-built elevations required to be submitted during or after construction.)

- |   |   |       |
|---|---|-------|
| 1 | FIRM Base Flood Elevation (BFE) _____                                 | feet* |
| 2 | Community's Design Flood Elevation (DFE) _____                        | feet* |
| 3 | Elevation of the Bottom of Lowest Horizontal Structural Member _____  | feet* |
| 4 | Elevation of Lowest Adjacent Grade _____                              | feet* |
| 5 | Depth of Anticipated Scour/Erosion used for Foundation Design _____   | feet* |
| 6 | Embedment Depth of Pilings or Foundation Below Lowest Adj Grade _____ | feet* |

\*Indicate elevation datum used in 1-4:                      NGVD29                      NAVD88                      Other \_\_\_\_\_

### Section III: V Zone Design Certification Statement

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of the above referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice for meeting the following provisions:

- a. The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevation to or above the BFE.
- b. The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood. Wind loading values used are those required by the applicable State or local building code. The potential scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.

### Section IV: Breakaway Wall Design Certification Statement

NOTE: This section must be certified by a registered engineer or architect when breakaway walls are designed to have a resistance of more than 20 psf (0.96kN/m<sup>2</sup> determined using allowable stress design)

I certify that: (1) I have developed or reviewed the structural design, plans, and specifications for construction of breakaway walls to be constructed under the above-referenced building and (2) that the design and methods of construction specified to be used are in accordance with accepted standards of practice for meeting the following provisions:

- a. Breakaway wall collapse shall result from a water load less than that which would occur during the base flood.
- b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (see section III).

### Section V: Certification and Seal

This certification is to be signed and sealed by a registered professional engineer or architect authorized by law to certify structural designs. I certify \_\_\_\_\_ the V Zone Design Certification Statement (Section III) and \_\_\_\_\_ the Breakaway Wall Design Certification Statement (Section IV) - (Please check if applicable.)

Certifier's Name _____	Place Seal Here
Title _____	
Address _____	
City _____	
Signature _____ Date _____ Phone _____	

AMENDMENT TO SINGLE FAMILY RESIDENTIAL LEASE AGREEMENT

CONSTRUCTION BELOW THE BASE FLOOD ELEVATION

This amendment is hereby incorporated into and made part of that certain Lease Agreement previously entered into between the Santa Rosa Island Authority, as an agency of Escambia County, Florida (hereinafter "Lessor" or the "SRIA"), and XXXXXXX Whose Lease Agreement is dated XXXXXXX and recorded in Official Record Book XXX Page XXX, of the public records of Escambia County, Florida, herein the "Lease Agreement".

XXXXXXXXXXXXXXXXXXXX, is the Assignee of the Lease as evidenced by that certain Assignment of Lease dated XXXXX, recorded in OR Book XXXXXX, Page XXX of the Public Records of Escambia County, Florida, herein the "Assignment of Lease Agreement".

In consideration of the Santa Rosa Island Authority's approval of the construction of a new single family, conforming, pile supported residential structure, located at Lot XX, Block XX, XXXXXXXXXXX, XXXXXXX, Pensacola Beach, Florida, the undersigned lessee hereby covenants, warrants, and agrees as follows:

- (1) In this amendment, the use of the singular shall include the plural, the use of the masculine shall include the feminine, and the use of the masculine shall also include an owner that is a corporation or partnership.
- (2) The undersigned Lessee covenants and warrants that he is the present owner of the lease agreement and the leasehold estate created by the lease agreement.
- (3) The purpose of this document is to draw attention to certain rules, regulations, and requirements regarding construction on Pensacola Beach. This document is not intended to and does not create or impair any rights or obligation that either party may have under existing laws, codes or regulations.
- (4) Said lease is hereby amended to include the following wording:

As a condition of obtaining SRIA approval, Lessee understands and agrees as follows:

- a. All new and substantial improvement construction at Pensacola Beach is subject to the regulations, which from time to time may be amended, promulgated by the SRIA, Escambia County, and state and federal agencies.
- b. The lease and subdivision plat for the subject leasehold restricts use of the structure thereon to a single family dwelling unit. Conversion to allow for more than one dwelling unit is expressly prohibited under the terms of the lease with the SRIA.
- c. SRIA, Escambia County and Federal Emergency Management Agency ("FEMA") regulations specifically require that none of the area below the Base Flood Elevation (BFE) be designed or used for the purpose of human habitation. Human habitation includes, but is not limited to, working, sleeping, eating, cooking, recreation or a combination thereof.
- d. Periodic inspections may be conducted by the Santa Rosa Island Authority during the progress of construction projects to insure that prescribed construction methods and

materials are utilized in order to comply with the objective of eliminating or minimizing flood damage. The Santa Rosa Island Authority reserves the right to make future inspections of the leasehold upon reasonable notice to the Lessee.

e. Lessee accepts the obligation to abide by current and future regulations regarding flood insurance and building code requirements at Pensacola Beach, and to insure that no additional construction will take place on the leasehold property without first obtaining written approval from the SRIA and issuance of all required permits for said construction.

(5) It is expressly declared to be the intent of the parties that the responsibilities of the undersigned Lessee under this Amendment shall bind Lessee's heirs, administrators, successors and assigns.

(6) It is expressly agreed that upon execution, this Amendment shall be promptly recorded by Lessee in the public records of Escambia County, Florida, and shall encumber the leasehold estate created by the Lease Agreement. Lessee agrees to provide a copy of the recorded amendment to the SRIA upon receipt thereof.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

ATTEST:

SANTA ROSA ISLAND AUTHORITY

\_\_\_\_\_  
Secretary,

\_\_\_\_\_  
Chairperson,

WITNESSES AS TO SANTA ROSA ISLAND AUTHORITY;

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ and \_\_\_\_\_ who are personally known to me and known to be **the Chairperson and Secretary, respectively, of the Santa Rosa Island Authority**, and acknowledged that they executed the foregoing instrument for an in the name of said Authority, as its Chairman and Secretary, and caused its seal to be thereto affixed pursuant to due and legal action of said Authority authorizing them to do so. They did (did not) take an oath.

GIVEN under my hand and official seal this the \_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commissioner Expires:

Continued on next page



**LESSEE SECTION BELOW**

WITNESS AS TO LESSEE(S):

LESSEE SIGNATURE:

\_\_\_\_\_  
Print Name:

WITNESS AS TO LESSEE(S):

LESSEE SIGNATURE:

\_\_\_\_\_  
Print Name:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

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SANTA ROSA ISLAND AUTHORITY BOARD POLICY MANUAL

TITLE: REVOCATION OF WAIVER OF SINGLE FAMILY RESIDENTIAL BUILDING TIME PROVISIONS  
ADOPTED: 5-4-2005  
REVISED 10-10-2006, 2-11-2009, 2-9-2011, 10-10-2012, 5-6-2015  
DEPT: ADMINISTRATION & LEASING

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Purpose:

To revoke the waiver of single family residential building time provisions granted by the Santa Rosa Island Authority on March 12, 1997.

Background:

On March 12, 1997, the Santa Rosa Island Authority granted a waiver and agreed not to enforce the building time provisions in leases of single family residential dwelling lots on the portions of Santa Rosa Island under the jurisdiction of the Santa Rosa Island Authority. Under the terms of the waiver, lessees whose single family structures were damaged as a result of Hurricane Erin or Opal, and who chose to reconstruct or repair their dwellings, were granted until October 25, 1998, to reconstruct or repair their dwellings. All structures that were damaged and which were not to be reconstructed or repaired were to be demolished and the property cleared of all debris. The Authority waived any time requirements for the reconstruction of a structure on those properties where the previous structure was demolished and the property cleared of all debris.

Policy:

The single family residential building time provisions were waived to grant the lessees time to recover from the destruction of Hurricanes Erin and Opal. It was not the intention of the Authority to grant the lessees the opportunity to land bank their leased premises or to grant the lessees an unlimited time to reconstruct a dwelling unit on their leased premises. It has always been the policy of the Authority to require the development of all properties leased by the Authority and to grant reasonable time frames to the lessees for the construction of structures on their leased premises. The construction of improvements on all properties leased by the Authority is part of the consideration for the leases entered into by the Authority. In view of the fact that several single family residential lessees whose structures were demolished as a result of Hurricane Erin and Opal have not reconstructed structures on their leased properties and in view of the prospect that other single family residential lessees whose structures have been or will be demolished as a result of Hurricane Ivan may chose not to reconstruct their dwellings based on the waiver granted by the Authority on March 12, 1997, the Authority deems it necessary to revoke the waiver previously granted and to establish reasonable time requirements for the reconstruction of all single family residential buildings previously demolished or to be demolished in the future.

Enactment:

Effective as of May 4, 2005, the waiver of single family residential building time provisions granted by the Santa Rosa Island Authority on March 12, 1997, is hereby revoked.

Single family residential lessees whose structures have previously been demolished as a result of Hurricanes Erin, Opal or Ivan, or as a result of other cause or causes, or whose structures will be demolished as a result of Hurricane Ivan, shall reconstruct or construct a dwelling house on their leased premises, according to and in conformity with plans to be approved by the Authority. Visible commencement of reconstruction or construction shall begin no later than one hundred fifty six (156) months of this date, May 4, 2005 and said dwelling shall be completed no later than one hundred eighty (180) months from the aforesaid date.

Leaseholders requesting extensions to the time provisions outlined above will be subject to building time extension fees, as follows:

	Extension Fee:
First year (no construction commenced by May 4, 2018):	\$2,000
Second year (no construction commenced by May 4, 2019):	\$4,000
Third year (no construction commenced by May 4, 2020):	\$6,000

Subsequent years: To be established on a case by case basis by the SRIA board.

No building time extension fees shall be assessed for the period of time granted hereby for the reconstruction or construction of dwellings on those properties on which the previous structures have been demolished or will be demolished under the circumstances described hereinabove.

This enactment shall not affect the time provisions contained in new leases entered into by the Authority which by their terms require the commencement and completion of construction of structures within certain periods specified in such leases. The Authority reaffirms and intends to enforce all the provisions contained in those leases it has previously entered into. The intent of this enactment is to revoke the waiver granted by the Authority on March 12, 1997, and to establish a time table for the reconstruction or construction of single family residential buildings which have been demolished or will be demolished under the circumstances described hereinabove.