

Construction Certificate Management Procedures

*Town of Silverthorne
Public Works Department*

The Town Engineer and Planning Department is responsible for the administration of all development issues within the Town including permitting, inspection, and review of all construction along with the creation of and maintenance of all building permit files and administrative documents (ordinances, building guides, applications, forms, outreach materials, etc.) related to building and development. All inspections and permit/plan reviews are conducted by the Town Engineer, Planning Department and Summit County Building Department as well as all permit approvals. The Town of Silverthorne has partnered with Summit County; Summit County administers Building Plans and inspections, however the Silverthorne Planning Department and Town Engineer oversees all items Floodplain, Floodway and FEMA related.

The purpose of this document is to explain our management procedures for review of Elevation Certificates (ECs) and all other floodplain-related construction certificates required including, but not limited to, Floodproofing Certificates, and Engineered Opening Certificates. These procedures outline the types of certificates required, the collection and review of all certificates, how corrections should be made, where the certificates are stored/archived and how we make these certificates available to the general public. That said, all ECs are LOMR and CLOMR related because Silverthorne does not allow development in the Floodplain.

(a) TYPES OF CERTIFICATES REQUIRED

When any new construction, substantial improvement or repair for a substantially damaged building is proposed to be conducted in the Special Flood Hazard Area (SFHA) the Town of Silverthorne will not issue a permit.

(a) & (b) WHEN CERTIFICATES ARE REQUIRED

For all subdivisions that propose to remove an area from the SFHA the applicant shall have a 3rd party Engineer request submit a CLOM application to FEMA and to the Town of Silverthorne Floodplain Coordinator/Town Engineer will approve the application to FEMA. The application always include all ECs. After fill is installed in the Floodplain and the foundation is built, the elevation of the lowest floor is determined, another EC shall be submitted that is marked, "Building Under Construction". This will document the elevation of surrounding grades and the lowest floor to ensure they comply with the approved plans before further construction is allowed. Once construction on the building is finished and all adjacent grading is finalized, a complete and correct "Finished Construction" EC must be submitted by the applicant to show the as-built characteristics of the building. A "Finished Construction" EC must be received, reviewed and corrected (if necessary) before a Certificate of Occupancy is issued. At this point, all other required certificates must also be submitted and reviewed.

(e) HOW CERTIFICATES ARE CORRECTED

The Floodplain Manager/Engineer should consult the CRS EC Checklist when reviewing an EC to ensure all required fields are completed correctly. When an error is noticed on an EC, there are three ways to correct it:

1. For any inaccurate or incomplete information in Section C2, the Floodplain Manager should request a new certificate from the applicant or their representative (surveyor/engineer/architect) who certified the form.

2. If incomplete or inaccurate information is found in the other sections, the Floodplain Manager can do the following. As a rule, and as law in some states, the local official SHOULD NOT mark up a signed and sealed form.
 - a. The forms may be returned to the applicant (or their representative) with instructions on what needs to be changed or corrected;
 - b. The Floodplain Manager can prepare a separate memo with the correct information and attach the Memo of Correction. When the certificate is provided to an inquirer, the memo must be included with it; or
 - c. The Floodplain Manager can note the changes or corrections in Section G.

All "Finished Construction" ECs which had errors on them should be returned to the within 15 days for immediate correction. In no case shall we accept a "Finished Construction" EC until all corrections deemed appropriate by the Floodplain Manger/Town Engineer are addressed. In no cases shall a Certificate of Occupancy for a subdivision going through the CLOMR LOMR process be granted until the Floodplain Manger and the Planning department have all approved the permit.

(f) & (h) HOW AND WHERE THE CERTIFICATES ARE MAINTAINED

All ECs and all required construction certificates, as well as all other permit application documentation shall be in a development file, by development in the Town Engineer's Office at the Public Works Department. It shall also be scanned, at the usual time Planning files are scanned for storage/archival and stored in the Town's Laserfiche files. Copies of the "Finished Construction" ECs along with the other required construction certificates (if applicable), shall also be placed in a separate folder containing all EC information for CRS purposes, labeled "Activity 310", organized by CRS recertification date. Any EC for a building outside the SFHA will be stored in an address file along with the Building Permit. And in a CRS file labeled "Activity 430.

(g) HOW CERTIFICATES ARE MADE AVAILABLE TO INQUIRERS

When a member of the public requests a copy of an EC, the request shall be initiated with the Town Engineer. He or She will make the EC available to the enquirer in a period of a week (5 working days). There is no charge for this service.