



FLOODPLAIN ORDINANCE COMPLIANCE CERTIFICATION FOR  
MANUFACTURED HOME/MOBILEHOME INSTALLATIONS

Federal Emergency Management Agency (FEMA) regulations require that manufactured homes and mobilehomes installed in special flood hazard areas comply with 44 CFR, Chapter 1, Part 60, or local ordinances.

This form is required when applying for a permit to install a manufactured home/mobilehome where the Department of Housing and Community Development (HCD) is the enforcement agency. The permit applicant and the local floodplain management agency must complete this form. This completed form must be submitted with the permit application. A completed copy of this form must retained by the local floodplain management agency

**SEE REVERSE SIDE FOR INSTRUCTIONS TO COMPLETE THIS FORM**

**SECTION 1 – Installation Site Information** (*permit applicant to complete this section*)

Name of Park: \_\_\_\_\_ Park ID No: \_\_\_\_\_

Park Address: \_\_\_\_\_ Lot/Space No: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Was this lot created on or before December 31, 1974?

YES  NO

Signature of Applicant: \_\_\_\_\_

**SECTION 2 – Local Floodplain Management Agency Verification**

*Local agency to complete this section*

*See the reverse side of this page for more information concerning the requirements of this section.*

- This lot is not in a Special Flood Hazard Area
- The bottom of this chassis must be set \_\_\_\_\_ feet \_\_\_\_\_ inches above the ground as measured from the lowest point of the lot under the unit.
- The bottom of the lowest floor must be set to a base flood elevation of \_\_\_\_\_ [Use only if (f) checked below]

- a) Initial Flood Insurance Rate Map (FIRM) date for this community: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- b) Current FIRM Index Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ FIRM Panel Number & Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- c) Flood Zone this lot/pad is located in: \_\_\_\_\_ Base Flood Elevation (in AO zone show depth) \_\_\_\_\_
- d) If Zone A or V, complete 1-3:
  - 1) If applicable, current LOMA/LOMR Case #: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
  - 2) Has community knowledge of past flooding in this manufactured home park? \_\_\_\_\_
  - 3) Was a manufactured home on this lot/pad ever destroyed or damaged 50% or more by flood? \_\_\_\_\_
- e) The Lot is in Zone B, C, X or D (circle one and check box above) which is not within a Special Flood Hazard Area.
- f) The lot complies with 44CFR, Section 60.3 (c)(6) and height measurement must be referenced to the Base Flood Elevation in (c) to comply with the local floodplain ordinance.
- g) The lot complies with 44 CFR, Section 60.3(c)(12).

\_\_\_\_\_  
Print Name of City/County agent Title

\_\_\_\_\_  
Signature of City/County Floodplain Management Agent Providing Information Telephone

## **INSTRUCTIONS TO THE PERMIT APPLICANT**

Provide complete information in Section 1 and submit the form to the local floodplain management agency in the city or county where the manufactured home or mobilehome is to be installed. The local agency will complete Section 2 with the required flood plain information and return the form to you. Submit this completed form with your permit application to the appropriate HCD Area Office.

## **INSTRUCTIONS TO LOCAL FLOODPLAIN MANAGEMENT AGENCY**

Upon receiving this form from the permit applicant, provide the information required by Section 2, return this form to the permit applicant and retain a copy of the completed HCD 547 form for your records.

Copies of the Code of Federal Regulations, (44 CFR, Chapter 1, Part 60) may be obtained from the Federal Emergency Management Agency, Mitigation Division, Region IX, 1111 Broadway, Suite 1200, Oakland CA 94607-4052.

## **THE FOLLOWING IS A PARTIAL REPRINT OF THE APPLICABLE FEDERAL REGULATIONS**

### FEMA, 44 CFR, Chapter I

#### **Section 60.3 (c)(6)**

'Require that manufactured homes that are placed or substantially improved within Zones AI -30, AH, and AE on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred 'substantial damage' as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation collapse and lateral movement.'

“Expansion to existing park or subdivision” means: the preparation of additional sites by the construction of facilities for servicing the lots on which manufactured (mobile) homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.)

#### **Section 60.3 (c)(12)**

'Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A-1-30, AH, and AE on the community's FIRM that are not subject to the provisions of paragraph (c) (6) of this section be elevated so that either (i) the lowest floor of the manufactured home is at or above the base flood elevation, or (ii) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.'

“Existing” means: a manufactured (mobile) home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured mobile homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or before December 31, 1974, or before the effective date of the community's initial Flood Insurance Rate Map (FIRM), whichever is later.