



# **CITY OF ANNA MARIA**

## **Substantial Improvement**

### **Application packet**

#### **ITEMS REQUIRED TO DETERMINE SUBSTANTIAL DAMAGE/IMPROVEMENT**

*Applicant must submit the following: (make sure you have extra copies for your files)*

1. The completed building permit and substantial improvement review application(s) (including required plans and documents);
2. An estimated Cost of Reconstruction/Improvement form, completed by a Licensed General Contractor, Architect or Engineer or owner builder and signed by the Owner/contractor or Contractor with a copy of his license certificate attached;
3. For Post-FRIM (built after Dec. 31 1974) and Pre-FIRM properties damaged by events such as storm or fire an Elevation Certificate or survey giving lowest and next highest floor elevations elevation is required. This is not required for Pre-FIRM properties undergoing alteration unless it is determined that the value of improvements exceeds 50% of the market value;
4. Current photos of the structure, or photos before and after the storm
5. Highlighted floor plan drawing showing area of structure to be repaired or altered;
6. Substantial Improvement Affidavit, completed, signed and dated;
7. A independent market value appraisal of structure performed within three years of the application date. The depreciated value of the structure will be used as the market value. A Manatee County Property Appraiser assessment may be used in lieu of an independent appraisal. The County appraisal amount will be increased by twenty percent for review purposes,

# CITY OF ANNA MARIA

## APPLICATION FOR SUBSTANTIAL DAMAGE/IMPROVEMENT REVIEW

Tax Appraiser's Parcel ID#: \_\_\_\_\_

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

\_\_\_\_\_

Owner's Name: \_\_\_\_\_

Co-Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

FIRM Panel: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Base Flood  
Elevation: \_\_\_\_\_

Lowest Floor Elevation (excluding garage): \_\_\_\_\_

Initials \_\_\_\_\_ I am attaching an appraisal report of my property

Initials \_\_\_\_\_ I am not submitting an appraisal report of my property

Initials \_\_\_\_\_ I accept Manatee County's Estimated Market Value

Initials \_\_\_\_\_ I accept the attached estimated cost of construction as a  
fair cost of repair or improvement for my structure

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Owner

\_\_\_\_\_  
Date

# SUBSTANTIAL DAMAGE/IMPROVEMENT

## ITEMS TO BE INCLUDED \* :

### *All structural elements, including:*

Spread or continuous foundation footings & pilings  
Monolithic or other types of concrete slabs  
Bearing walls, tie beams, and trusses  
building  
Wood or reinforced concrete decking or roofing  
Floors and ceilings  
dirt  
Attached decks and porches  
Interior partition walls  
Exterior wall finishes (e.g. brick, stucco or siding)  
including painting and decorative moldings  
Windows and doors  
Re-shingling or re-tiling a roof  
Hardware

### *All interior finish elements, including:*

Tiling, linoleum, stone or carpet over sub-flooring  
Bathroom tiling and fixtures  
Wall finishes, including dry wall, painting, stucco,  
plaster, paneling, marble or other decorative finishes  
Kitchen, utility and bathroom cabinets  
Built-in book cases, cabinets and furniture  
Hardware

### *All utility and service equipment, including:*

HVAC equipment  
Repair or reconstruction of plumbing and electrical  
services  
Light fixtures and ceiling fans  
Security systems  
Built-in kitchen appliances  
Central vacuum systems  
Water filtration, conditioning or recirculation systems

### *Also:*

Labor & other costs associated with demolishing,  
removing or altering building components  
Construction supervision and/or management  
Equivalent costs of work done by owner & volunteers  
Overhead and profit

## ITEMS TO BE EXCLUDED \* :

Plans & specifications  
Survey costs  
Permit fees  
Debris removal (e.g. removal or debris from  
or lot, dumpster rental, transport fees to landfill  
and landfill tipping fees), and clean-up (e.g.  
and mud removal, building dry-out, etc.)  
Items not considered real property, such as throw  
rugs, furniture, refrigerators, stoves not built-in,  
etc.  
Outside improvements, including:  
Landscaping  
Sidewalks  
Fences  
Yard lights  
Swimming pools  
Screened pool enclosures  
Sheds  
Gazebos  
Detached structures (including garages)  
Landscape irrigation system

\* *NOT an all-inclusive list.*

## ESTIMATED COST OF RECONSTRUCTION/IMPROVEMENT

Parcel ID# \_\_\_\_\_

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

This Cost Estimate of Reconstruction/Improvement must be prepared and signed by a licensed General Contractor, Architect or Engineer

Items	Material Cost	Labor Cost	TOTAL Cost
Demolition			
Foundation Complete			
Structural Steel			
Masonry Walls			
Carpentry Complete			
Gas Complete			
Stucco			
Mirrors & Fixed Glass			
Central Vacuum			
Elevator			
Appliances (Built-in)			
Water Softener			
Roofing Complete			
Plumbing Complete			
Electrical Wiring			
Lighting Fixtures			
Ceiling Fans			
Intercom or Alarm System			
HVAC Complete			
Exterior Doors & Windows			
Exterior Finish			
Insulation Complete			
Drywall Complete			
Ceramic Tile Complete			
Waterproofing			
Fireplace			
Painting Complete – Int. & Ext.			
Cabinets Complete			
Flooring Complete (Finish)			
Other: _____			
Supervision			
Overhead & Profit			
<b>TOTAL</b>			

(PLEASE attach any additional information)

Contractor's Name: \_\_\_\_\_ CGC License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTOR  
RECONSTRUCTION/IMPROVEMENT AFFIDAVIT**

Parcel ID#: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contractor's Name: \_\_\_\_\_ License # \_\_\_\_\_

I hereby attest to the fact that I, or a member of my staff, personally inspected the above-mentioned property and produced the attached itemized list of repairs/reconstruction and/or remodeling which is hereby submitted for the **Substantial Damage/Improvement Review**. These listed damages/improvements are **ALL of the damages/improvements** sustained by this structure, and all additions, improvements, or repairs proposed on the subject building are included in this estimate.

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs **NOT included on the attached list of repairs/improvement**, or that I have included non-conforming or improvements or illegal structures/additions to the existing structure without having presented plans for such additions. I understand that any permit issued by the City of Anna Maria pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

Total Labor & Materials	\$ _____
Overhead & Profit	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Contractor Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ who, being duly sworn deposes and says that s/he has read, understands, and agrees to comply with all the aforementioned conditions.

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_ OR produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary      My commission expires \_\_\_\_\_.

**OWNER  
RECONSTRUCTION/IMPROVEMENT AFFIDAVIT**

Parcel ID#: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contractor's Name: \_\_\_\_\_ License # \_\_\_\_\_

I hereby attest to the fact that the repairs/reconstruction and/or remodeling list submitted for the **Substantial Damage/Improvement Review** by my contractor includes **ALL of the damages/improvements** sustained by this structure and will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in this estimated construction herewith. No other contractor has made any repairs or reconstruction or additions or remodeling not included in the attached list.

**TOTAL COST \$ \_\_\_\_\_**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs **NOT included on the attached list of repairs/improvement**, or that I have included non-conforming or improvements or illegal structures/additions to the existing structure without having presented plans for such additions. I understand that any permit issued by the City of Anna Maria pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Co-Owner Signature

**State of** \_\_\_\_\_

**County of** \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ who, being duly sworn deposes and says that s/he has read, understands, and agrees to comply with all the aforementioned conditions.

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_ OR produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary      My commission expires \_\_\_\_\_.