



CITY OF HOUSTON

Floodplain Management Office
Department of Public Works and Engineering
1002 Washington Avenue, 3rd floor, Houston, Texas 77002
(832) 394.8854

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Substantial Damage Determination Appeal

Any property owner appealing a determination of Substantial Damage must submit this form along with the required documentation to FMO. FMO will send a written response to the owner's address.

Property Information

COH Project No.: _____
Street Address: _____
City & Zip Code: _____
HCAD Parcel No.: _____
Date of Damage: _____

Owner Information

Name of Owner(s): _____
Owner's Phone/Cell: _____
Owner's Address: _____
Owner's email: _____

Appeal Justification (check one, complete percentage of damage calculation, if applicable)

- Existing structure complies with Chapter 19 elevation and performance standards.
- Structure has been modified to comply with Chapter 19 elevation and performance standards post-damage.
- Based on provided documentation of total cost to repair the structure to pre-damage condition and market value of the structure, the structure is not substantially damaged.

Total cost to repair \$ _____ ÷ Market Value of Structure \$ _____ × 100

= Percentage of Damage _____ %

FMO Use Only:

Received by: _____ Date: _____

Appeal Approved / Appeal Denied
(circle one)

Reviewed by: _____ Date: _____

Response Date: _____



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Documentation Attached (check appropriate items)

Compliance

- Elevation Certificate demonstrating that structure is compliant with the elevation and performance standards of Chapter 19.

Total Cost to Repair

- For flood insurance policy holders - NFIP Final Proof of Loss Statement or other repair estimate prepared, signed and dated by an insurance adjuster
- For uninsured owners – COH FMO Project Cost Estimate form or similar with properly documented signatures
- For uninsured owners - City of Houston Substantial Damage Estimate
- Other documentation of total cost to repair to pre-damage condition

Market Value of Structure

- Appraisal of Market Value of pre-damage Structure prepared by a certified real estate appraiser
- HCAD or other county appraisal district records documenting Market Value of Pre-Damage Structure
- Other documentation of Market Value of Structure

Owner's Statement

I/We _____, affirm that any repair cost information above and on the attached documents reflects the full cost of repair to restore the property at _____ to pre-damage condition.

Owner Signature: _____ Date: _____

Printed Name: _____