

**TOWN OF COLLIERVILLE
DEVELOPMENT DEPARTMENT**

**DIVISION OF BUILDING CODES
AND CODES COMPLIANCE**



TO: Building Codes and Codes Compliance Staff
DATE: 1-23-06
**RE: Process for Engineering Review When Finish Floor Elevations
Are Below the Minimum Elevation shown on the Recorded Plat.**

In the event the survey for the elevation of the finished floor of a new building finds the floor to be below the 100-year flood plain, the following procedure is necessary to provide the Engineering Division with the information needed to approve or disapprove the structure.

Please have the builder submit the following on an 11"x 17" sheet:

- Grading plan with contours at one-foot intervals that include the lot in question and all adjoining lots.**
- Elevations at the rear door threshold (if front different than rear give both elevations).**
- Elevations at the patio corners (if poured)**
- The above needs to be signed and sealed by a P.E.**
- Owner/Builder Statement as follows:**

I/we, _____ the undersigned owner(s)/builder of the property shown, (add LOT # and ADDRESS here) constructed the house/building pad below the minimum finish floor elevation as shown on the recorded final plat. The subject lot shall be graded according to a revised grading plan as shown hereon. Said revised grading plan shall not adversely impact the subject house/building pad nor adjoining houses/building pad, nor the original approved grading plan. The owner/builder shall be responsible for correcting any drainage problems that are caused by the low finish floor elevation on the subject lot and/or adjoining lots.

Signature

Print Name

Notary
Block

Submit the above information to:

**Frank McPhail
Town of Collierville
Engineering Department**