

**TOWNSHIP OF FAIRFIELD  
BUILDING DEPARTMENT  
973-882-2730**

**REQUIRMENTS FOR A COMMERCIAL OR RESIDENTIAL STRUCTURE IN A FLOOD  
ZONE**

**\* AN ELEVATION CERTIFICATE IS REQUIRED BY FEMA & N.F.I.P. REGULATIONS. AN  
ELEVATION CERTIFICATE WILL BE REQUIRED FOR:**

- 1. SINGLE FAMILY HOME (SALE OF) FOR NEW OR SUBSTANTIALLY  
IMPROVED**
- 2. COMMERCIAL BUILDING(SALE OF) FOR NEW OR SUBSTANTIALLY  
IMPROVED**
- 3. NEW SINGLE FAMILY DWELLING OR ADDITION WHEN IN THE SPECIAL  
HAZZARD FLOOD DISTRICT**
- 4. NEW COMMERCIAL BUILDING/ ADDITION TO COMMERCIAL BUILDING  
WHEN IN THE SPECIAL HAZZARD FLOOD DISTRICT**
- 5. TOWNHOUSE, APARTMENTS, OR ANY STRUCTURE OR ADDITION TO BE  
BUILT IN A FLOOD ZONE AREA DESIGNATED BY CURRENT FLOOD  
INSURANCE MAPS.**

**Should you have any questions please contact the Building Department at:  
973-882-2730**

### **45-53.3 Duties and Responsibilities of the Administrator.**

Duties of the Construction Official shall include, but not be limited to:

a. *Permit Review.*

1. Review all development permits to determine that the permit requirements of this Article have been satisfied.
2. Review all development permits to determine that all necessary permits have been obtained from those Federal, State or local governmental agencies from which prior approval is required.
3. Review all development permits to determine if the proposed development is located in the floodway, assure that the encroachment provisions of subsection 45-54.3a. are met.

b. *Use of Other Base Flood and Floodway Data.* When base flood elevation and floodway data has not been provided in accordance with subsection 45-52.2, Basis for Establishing the Areas of Special Flood Hazard, the Construction Official shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source, in order to administer subsections 45-54.2a, Specific Standards, Residential Construction, and 45-54.2b, Specific Standards, Nonresidential Construction.

c. *Information to be Obtained and Maintained.*

1. Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
2. For all new or substantially improved floodproofed structures:
  - (a) Verify and record the actual elevation (in relation to mean sea level);
  - (b) Maintain the flood proofing certifications required in subsection 45-53.1c.;
  - (c) Maintain for public inspection all records pertaining to the provisions of this Article.

d. *Alteration of Watercourses.*

1. Notify adjacent communities and the New Jersey Department of Environmental Protection, Dam Safety and Flood Control Section and the Land Use Regulation Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
2. Require that maintenance is provided within the altered or relocated portion of said watercourse so the flood carrying capacity is not diminished.

e. *Interpretation of Firm Boundaries.* Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in subsection 45-53.4.

(Ord. No. 2007-12 § 1)