



Town of Fairfield

PROCEDURE FOR DETERMINING SUBSTANTIAL IMPROVEMENT

Fairfield's zoning regulations in Section 32.3.a require for structures located in the Special Flood Hazard Area (SFHA), that "all **new construction, substantial improvements**, or of residential structures shall have the lowest floor, including basement, elevated to or above the base flood level." Section 32.8.11 defines **Substantial Improvement** as, "any repair, reconstruction, or improvement of a structure the cost of which equals or exceeds 50 percent (50%) of the market value of the structure either (1) before the "start of construction" of the improvement or repair is started, ...For the purpose of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term shall include the cumulative cost of any repairs, reconstruction, or improvement for which less than one year has transpired between issuance of a certificate of occupancy and the issuance of subsequent permit."

Market value of the structure shall be determined by the structure's appraised value as shown on the Tax Assessor's field card. Please be sure to exclude all out buildings from any cumulative improvement value.

The Tax Assessor's field card will also be used to determine the percentage of the overall property value that is represented by the structure. (dwelling appraised value ÷ total appraised value = dwelling contribution to value)

A private appraisal can also be used to determine overall value of the property. To determine the dwelling value under this methodology, multiply the total value of the property as determined by the private appraiser by the dwelling contribution to value as noted above.

The **cost** of the addition, alteration or repair shall be established by a detailed written contractor's estimate. The estimate shall include but not be limited to:

1. Cost of materials including tax (including donated)
2. Building equipment and fixtures, including heating and air conditioning and utility meters
3. Site preparation related to the addition, alteration or repair
4. Contractor's labor cost and overhead by task (even if completed by homeowner or volunteer)
5. Contractor's profit
6. Grand Total

The detailed estimate shall be clearly printed on the business letterhead of the general contractor and signed and dated by same. For insured structures damaged by flooding, the cost of repair can also be determined by an NFIP claims adjuster (structure only, not contents)



Fairfield Plan & Zoning Department
Sullivan Independence Hall
725 Old Post Road
Fairfield, CT 06824
(203) 256-3050

Homeowner Name: _____

Homeowner Address: _____

ARCHITECT/CONTRACTOR ESTIMATE WORKSHEET
FOR REPAIR, ALTERATIONS, RENOVATIONS OR ADDITIONS FOR
STRUCTURES WITHIN FLOOD ZONES

Please provide a construction cost for all work proposed in order to determine whether the total construction cost exceeds the substantial improvement threshold. In addition to the six item format outlined in the section entitled, "**Procedure for Determining Substantial Improvement Construction,**" categories shall be addressed by providing a monetary amount for each of the following items. Please add additional scope line items where necessary.

1. Excavation, Clearing Grubbing & Back Filling	\$
2. Demolition/Removal	\$
3. Patching, Blending & Replacement of Siding, Roofing & Masonry Extensions	\$
4. Framing	\$
5. Roofing Materials, Flashing	\$
6. Leaders, Gutters & Dry-wells	\$
7. Siding	\$
8. Insulation	\$
9. Sheetrock, Taping or Other Wall Materials	\$
10. Tile Work	\$
11. New Masonry Walls, Stairs, Floors, Fireplaces & Chimney	\$
12. Bathroom Fixtures	\$
SUBTOTAL ~ Page 1	

13. Kitchen Fixtures	\$
14. Windows & Doors	\$
15. Patching, Blending & Replacement of Siding, Roofing & Masonry Extensions	\$
16. Flooring	\$
17. Staircases	\$
18. Trim	\$
19. Painting	\$
20. Electrical	\$
21. Plumbing	\$
22. Septic Improvements or Sewer Reconnecting	\$
23. Heating, Ventilation & Air Conditioning	\$
24. Staining, Wall Papering & Plastering	\$
25. Security, Intercom & Sound Systems	\$
TOTAL ~ Page 2	\$
SUBTOTAL from Page 1	\$
GRAND TOTAL	\$

Please note that FEMA, Substantial Improvement/Substantial Damage Desk Reference (FEMA P-758-May 2010) specifically requires that “the normal “market” value or “going rate” for labor must be included in the estimates of the cost of improvements and the costs to repair.” (Section 4.4.5, p. 4-8) At minimum, this mandates a general industry standard “hourly” rate for trades given the estimated time for job completion.

Signature, Owner, Architect or Contractor

Date

Company Name _____

Address _____

Phone Number _____ Email Address _____