



## Request for Elevation Certificate for Incredible Tiny Homes

Dear Mr. Randolph Jones,

This letter serves as a formal request that you obtain and submit an **Elevation Certificate** for all the homes on your property located at:

850 Industrial Rd Newport, TN 37821

Map & Parcel 030 037.02

As the property is located within a **Special Flood Hazard Area (SFHA)** as identified by the **FEMA Flood Insurance Rate Map (FIRM)**, an elevation certificate is necessary for one or more of the following reasons:

- To determine compliance with local floodplain management regulations
- To establish the Base Flood Elevation (BFE) for insurance purposes
- To meet FEMA requirements for post-damage or reconstruction permitting
- To support or dispute flood zone designation or insurance rates

Please arrange to have the elevation certificate completed by a licensed **land surveyor, engineer, or architect** authorized to certify elevations under FEMA guidelines. A copy of the completed certificate must be submitted to this office no later than **90 Days**.

Failure to provide the requested documentation may result in delays or restrictions in building permits, insurance processing, or other regulatory actions related to floodplain compliance.

If you have any questions or require assistance in locating a qualified professional, please feel free to contact this office at (423)623-8791 ext.1048

Thank you for your prompt attention to this matter.

Sincerely,

**Kathleen Alarcon**  
Floodplain Administrator