

Sample Letter Granting of Variance

City of River City, OK
Date

Mr. _____, Permit Applicant
P. O Box 000
River City, OK 00000

RE: Permit Application #000/Appeals Board Decision - Variance Request

Dear Mr. _____:

On September 1, 2005, the Appeals Board reviewed your permit application to construct a detached garage at 543 River Road and determined that the Floodplain Ordinance does cause you an exceptional hardship. Consequently, the Board hereby grants you a variance to the ordinance and you may build the garage with the lowest floor below the Base Flood Elevation (BFE) of 891 Ft. NGVD.

You are notified that this variance does not waive any flood insurance premium rates and the cost of insuring the garage will be commensurate with the increased risk resulting from the reduced elevation.

By building below the BFE of 891 Ft. NGVD, your garage will be exposed to damages caused by floods known to occur at your building site.

Sincerely,

_____, Floodplain Administrator
River City, OK