

## **ELEVATION CERTIFICATE REQUEST SHEET**

TEL: 972-205-2170 FAX: 972-205-2675

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## NOTE: ELEVATION CERTIFICATE FEE - \$325 PER STRUCTURE

## LOMA FEE (if required) \$100 PER STRUCTURE

## FEES ARE DUE AT TIME OF REQUEST, NO EXCEPTIONS

NAME:	
ROLE: (owner, realtor, agent)	
TELEPHONE:	
PROPERTY ADDRESS:	
PROPERTY ZIP:	
TIME (BETWEEN 8:00-3:00, MON FRI.) A RESPONSIBLE PERSON CAN MEET SURVEY CREW ON SITE:	
PLEASE NOTE THAT THE SURVEY CREW WILL NEED TO ENTER YOUR HOME TO COMPLETE THEIR WORK ON THIS PROJECT. THEY WILL NEED APPROXIMATELY 30-45 MINUTES TO COMPLETE BOTH INSIDE AND OUTSIDE.	
TO WHOM CAN WE FAX OR MAIL THE ELEVATION CERTIFICATE – NAME:	
ADRESS:	
CITY, STATE, ZIP:	
FAX NUMBER:	
ELEVATION CERTIFICATE FEE:	
LOMA FEE (IF REQUIRED):	
IMPORTANT: SHOULD THE ELEV. CERTIFICATE INDICATE THAT THE CITY OF GARLAND CAN REQUEST THAT FEMA REMOVE YOUR STRUCTURE (BY LOMA) FROM THE SFHA, YOU MUST OBTAIN (AT YOUR OWN EXPENSE) A RECORDED COPY OF THE VESTING DEED FOR THE PROPERTY SHOWING THE VOLUME AND PAGE NUMBER ISSUED BY DALLAS COUNTY CLERK. THE CITY OF GARLAND	

**CANNOT** PROCEED WITH THE REQUEST WITHOUT THIS INFORMATION.