



City of Scottsdale  
Stormwater Management and Floodplain Administration  
Development Services Department

**ATTENTION: City Staff, Consultants, Contractors, and Applicants**

**Guidance for Elevation of Structures in Alluvial Fan AO Flood  
Hazard Zone**

**Issuance of Construction Permit, Approval of Elevation Certificates,  
and Issuance of Certificate of Occupancies**

This guidance is intended for City Staff, Consultants, Contractors, and Applicants of permits for habitable structures in the Special Flood Hazard Area (SFHA) Alluvial Fan AO Flood Hazard Zone as defined on FEMA's flood insurance rate maps.

Structures proposed for residential use or “habitable” structures that are within the FEMA SFHA Alluvial Fan AO Flood Hazard Zone must follow the process below:

- Apply for a Construction Permit.
- Submit City of Scottsdale’s Lowest Floor Verification form signed and sealed by a registered Professional Engineer or a registered Land Surveyor.
- Submit a “Finished Construction” FEMA Elevation Certificate following completion of structure and inspection.

If the proposed use is in accordance with the City’s Stormwater and Floodplain Management Ordinance No. 4000, § 1(Res. No. 8962), the City will issue the Certificate of Occupancy.

**ATTENTION CONSULTANTS:** The Lowest Floor Elevation (LFE) of a proposed structure must be constructed at or above the published RFE. For structures with an attached garage the Site Plan submitted to Development Services must show LFE for both attached garage and living area. **The attached garage, if lower than the living area, will be the lowest floor of the structure.** Permanently open carports do not apply to this requirement. Construction Permit shall not be issued unless the attached garage LFE is at or above the RFE. Garage lowest floor elevation must be measured at the lowest point, typically at the retractable garage door.

**ATTENTION CITY STAFF (INSPECTION):** City of Scottsdale’s Lowest Floor Verification form must be submitted. The form must be signed and sealed by a registered Civil Engineer or a registered Land Surveyor. This form must certify that the lowest floor is at or above the approved elevation in the Improvement Plan.

**ATTENTION CONTRACTORS:** If the code requires the garage to be lower than the living area, then confirm that the garage LFE is at or above the published RFE on the Construction Permit. Do not pour the garage floor at a lower elevation than the RFE or the garage will be required to be retrofitted with flood vents per FEMA standards. Garage lowest floor elevation must be measured at the lowest point, typically at the retractable garage door.

**ATTENTION CITY STAFF (REVIEW AND INSPECTION):** Upon receipt of the “Finished Construction” FEMA Elevation Certificate, compare elevation to the Lowest Floor Verification form. Confirm the “Finished Construction” FEMA Elevation Certificate certifies the garage elevation is at or above the published RFE prior to issuing a Certificate of Occupancy.

This guidance conforms with the Arizona Department of Water Resources Model Ordinance Section 5.1.3.1 (D) and City of Scottsdale’s Stormwater and Floodplain Management Ordinance (Ordinance No. 4000, § 1(Res. No. 8962)).