

**MEMORANDUM**

To: Building Department  
File

From: County Engineer

Date: \_\_\_\_\_

Re: Property Located in Floodplain

Please do not issue a Certificate of Occupancy for the property located at  
\_\_\_\_\_ until an Elevation  
Address Street Name

Certificate has been submitted and approved by the Engineering Department.

If you have any questions or need additional information, please advise.

Thanks