City of Palo Alto
Public Works Engineering
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Existing Residential Structure in Special Flood Hazard Areas Value Determination Worksheet

This worksheet is used to obtain information for the determination of the value of an existing residential structure in a Federal Emergency Management Agency (FEMA) Special Flood Hazard Area . The Public Works staff will use the information provided below to establish the market value of the existing structure using a FEMA-approved cost estimating software program. The cost estimating program determines market value by calculating the replacement cost of the structure and applying a depreciation factor. The cost estimating software uses building quality, size, materials, and amenities to determine replacement cost. The unit replacement costs are taken from the latest edition of Means Square Foot Costs. The unit costs are adjusted per the local cost factor for Palo Alto. The cost estimating software uses the age of the structure to determine the depreciation factor to be applied.

The Applicant is to fill out the below worksheet and present it at the time of Building Permit submission. The values of the proposed construction submitted on the Building Permit application will be entered into the estimating software program by the Public Works staff during a preliminary screening process. A determination will be made to see if the proposed project will be a substantial improvement. If the project is not determined to be a substantial improvement, no flood zone requirements will need to be met. If the project is determined to be a substantial improvement, then the project will have to incorporate design requirements per the flood zone regulations. A report will be generated on the resultant determination. The Applicant will be required to sign a certification (under penalty of perjury) that the information provided is correct and accurate.*

** A substantial improvement is defined as an improvement to the structure that is valued at more than 50% of the depreciated market value of the existing structure.*

Today's date:	**Address where structure is located:**		
Year structure (house, etc.) was built:**	**Size of living area exclusive of basement area (square feet)**:**	**Number of stories: (circle one)**	**1 2**
Number of bathrooms:			
Type of exterior walls: (circle one)	**Wood siding on wood frame** **Stucco on wood frame** **Other (Describe):**		
Type of roofing material: (circle one)	**Asphalt shingle** **Cedar shake** **Clay tile** **Slate** **Other (Describe):**		
Quality of existing construction: (circle one)	**Average** (*Average* is defined as a typical tract home constructed with average materials and workmanship) **Custom** (*Custom* is defined as a unique, individually designed home constructed with above-average materials and workmanship)		
Central air conditioning? (circle one) **Yes No**	**Does structure have a fireplace and associated chimney? (circle one)** **Yes No**	**If yes, how many fireplaces?**	
Has kitchen been updated in last ten years? (circle one) **Yes No**	**Is finished basement NOT included in living area? (circle one)** **Yes No**		
Type of garage (exclude carports): **Attached** **Detached** **No Garage**		**Number of car spaces in garage: (circle one)**	**1 2 3 4**
Cost of proposed improvements: $			
Name of person filling out this worksheet:		**Relationship of this person to above structure/project: (circle one)**	**Owner** **Project Architect/Designer** **Other:**

**Applicant should provide this information if known. The information may be available from City Geographic Information System (GIS) records.