

[Date]

[Property Owner Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Notice of Mandatory Flood Risk Mitigation Requirements**

Property Address: [Subject Property Address]

Parcel ID: [Parcel Number]

Dear [Property Owner Name],

Following a recent Coastal Property Flood Risk Evaluation conducted on [Date of Evaluation], this letter serves as formal notification regarding required flood mitigation measures for your property.

The evaluation determined that the subject property is located within a high-risk coastal flood zone. To remain in compliance with [Local Ordinance/State Building Code/Insurance Policy Requirements], the following mitigation actions must be implemented:

- [Requirement 1: e.g., Installation of hydrostatic flood vents]
- [Requirement 2: e.g., Elevation of electrical and HVAC systems]
- [Requirement 3: e.g., Reinforcement of seawall or coastal buffering]
- [Requirement 4: e.g., Application for an updated Elevation Certificate]

Please be advised that these improvements must be completed and inspected by [Deadline Date]. Failure to comply with these requirements may result in increased insurance premiums, loss of coverage eligibility, or local code enforcement penalties.

Documentation of completed work or a signed contract with a licensed contractor should be submitted to the [Department Name] no later than [Date].

If you have questions regarding the specific technical standards for these requirements or wish to appeal the evaluation findings, please contact the [Office Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization/Agency Name]