



# UPPER DARBY TOWNSHIP

## DEPARTMENT OF LICENSES & INSPECTIONS

100 Garrett Road. Upper Darby, PA 19082 Phone: (610)734-7613

---

[Date]

### NOTICE OF SUBSTANTIAL IMPROVEMENT DETERMINATION

Dear Property Owner:

We have reviewed your recent application for a permit to [describe proposed improvement/addition]. Your existing home that is located in a mapped Special Flood Hazard Area. As required by our floodplain management regulations and/or building code, we have determined that the proposed work constitutes substantial improvement of the building. This determination is based on a comparison of the cost estimate of the proposed work to the market value of the building (excluding land value). When the costs equal or exceed 50 percent of the market value of the building, the work is substantial improvement.

As a result of this determination, you are required to bring the building into compliance with the flood damage-resistant provisions of Chapter 305 Floodplain Management and the 2018 International Residential Code & 2018 International Building Code.

We would be pleased to meet with you and your designated representative (architect/builder) to discuss how to bring your home into compliance. There are several aspects that must be addressed to achieve compliance. The most significant requirement is that the lowest floor, as defined in the regulations/code, must be elevated to or above the base flood elevation (BFE). You may wish to contact your insurance agent to understand how raising the lowest floor higher than the minimum required elevation can reduce NFIP flood insurance premiums.

Please resubmit your permit application along with plans and specifications that incorporate compliance measures. Construction activities that are undertaken without a proper permit are violations and may result in citations, fines, or other legal action.

**You have the right to appeal this Notice within fifteen (15) days from the date of receipt of this Notice to the Upper Darby Township Zoning Hearing Board pursuant to the provisions of Section 909.1 of the Pennsylvania Municipalities Planning Code, 53 P.S. Section 10909.1, Article XII, Section 550-54.E of the Upper Darby Township Zoning Code, Ordinance 2984, as amended.**

For General Floodplain Questions Contact:

Mike Galante, FPA  
Email: [mgeassociates@gmail.com](mailto:mgeassociates@gmail.com)  
Phone: 856-404-0540

Very truly yours,

---

Dan Knowles

Department of Licenses and Inspections

cc Mike Galante, Floodplain Administrator  
cc Joshua Chast, Zoning Officer