



# ***The Parish of Jefferson***

Interested Surveyor, Engineer, or Architect Application to provide **Elevation Certificates** to Jefferson Parish properties

## **Instructions**

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### **Submission of Application**

The application can be returned to the Department of Floodplain Management and Hazard Mitigation by -

Email at:

[JPFloodplain@jeffparish.net](mailto:JPFloodplain@jeffparish.net)

or

Delivering in person or Mail to:  
1221 Elmwood Park Blvd Suite 801  
Jefferson LA 70123

### **Intent**

The Department of Floodplain Management and Hazard Mitigation seeks to compile a list of firms or individuals interested in performing Elevation Certificate services for property owners that receive elevation or reconstruction grant funds through the Federal Emergency Management Agency (FEMA), the Housing and Urban Development (HUD), the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the Coastal Protection and Restoration Authority (CPRA), Increased of Compliance (ICC), or any other source not identified here.

Grant timelines are often limited and properties owners need a quick references of firms interested in performing the services, often resulting in time being lost with soliciting bids from uninterested firms or individuals. The compiled list will be provided to property owners at the time of Grant Kickoff meeting to facilitate the completion of Elevation Certificates in a timely process.

The interested list will also be used by the department to disseminate information regarding changes in grant programs or floodplain regulations.

The initial list will have a short turn around due to kickoff meeting with property owners on June 6, 2016. The initial list will be updated as information is received from firms/individuals throughout the month of June 2016, then will be amended as additional complete applications are submitted to the department on the first (1<sup>st</sup>) of each month as needed.

The most current list will be provide to property owners at the time of their Grant Kickoff meeting. Updated lists will only be provided after a Grant Kickoff meeting if a property owner requests the information from the Department of Floodplain Management and Hazard Mitigation.

The list will be in Alphabetical Order according to the name corresponding with the license number provided in the application.

**Sample Entry on the List is:**

Firm 1  
123 Main St  
New Orleans LA 70XXX  
Phone Number  
License Number  
Email Address  
Website

Firm 2  
Kenner LA 70XXX  
Phone Number  
Phone Number  
License Number  
Email Address  
Website