**RENUMBERING AND CROSS REFERENCE CHECK TOOL**

**(Use for both A Only and A-V ordinances – *not for use with CCR Title 24 Part 2 Appendix G*)**

**August 2020**

Complete all tailoring of the model ordinance **BEFORE** renumbering. This is especially important if a community modifies the model by deleting or adding one or more sections because that affects numbering. Contact DWR or FEMA NFIP staff for assistance: [DWR\_NFIP@water.ca.gov](mailto:DWR_NFIP@water.ca.gov) or [FEMA-NFIP@fema.dhs.gov](mailto:FEMA-NFIP@fema.dhs.gov) (put community name in subject line). DWR or FEMA NFIP staff should proof numbering and cross-references when communities tailor the ordinance.

**Instructions:**

1. Determine where the existing floodplain management regulations reside (those will be repealed and replaced). For example, Fresno County’s flood regulations are in Title 15-Building and Construction, Chapter 15.48 Flood Hazard Areas, and the format of the sections is 15.48.010 (and outline item lists are A, B, C, etc., with subitems 1., 2., 3., etc.).
2. After the model ordinance has been tailored, in the Word file renumber the sections. For example, if Fresno County repeals and replaces, MO Article 101 becomes 15.48.010, and MO Sec. 101.1 becomes 15.48.010.A. Do this before the next steps.
3. In the table below, look down the left column:
   1. ***Bold Italics*** means the section is cross-referenced.
   2. Grey Shaded means the generic cross-referenced number needs to be changed to the community’s section number.
4. When writing in the table, it is necessary to write the chapter number each time. For the Fresno County example, it is not necessary to “15.48.” each time – every section will have those numbers. The purpose of the cross reference tool is to tailor the rest of the numbers.
5. For each row that is ***Bold Italics***, in the middle column write in the community’s renumbered section number. Do this for all ***Bold Italics*** rows.
6. Then for each location that has Grey Shaded section or article number, find the community’s renumbered section (written in the middle column) and in the right column, write in that renumbered section number. Continuing the Fresno County example, on the first ***Bold Italics*** row, the middle column will have written 020.B, and the right column for the first Grey Shaded cross-referenced number will have written 020.B.
7. Finally, in the draft that is tailored for the community and already renumbered, find each section that has a cross reference (using the cross-check tool, look for the Grey Shaded). And then modify to match the number written in the right column.

Note – when using the tool for communities that do not have Zone V, some rows will be blank.

**RENUMBERING AND CROSS REFERENCE CHECK TOOL**

**May 2020**

| MODEL ARTICLES & SECTIONS | **Community’s renumbered** | **Renumbered cross reference** |
| --- | --- | --- |
| Community Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Chapter  Number \_\_\_\_\_\_\_\_\_ |  |
| ARTICLE 101 GENERAL PROVISIONS |  |  |
| 101-3. - Scope. … in flood hazard areas established in Section 102-2 of these regulations. |  |  |
| ARTICLE 102 APPLICABILITY |  |  |
| ***102-2. - Establishment of flood hazard areas.*** |  |  |
| ARTICLE 103 DUTIES AND POWERS OF THE FLOODPLAIN ADMINISTRATOR |  |  |
| 103-2. - General authority. … without the granting of a variance pursuant to Article 107 |  |  |
| 103-3. - Coordination. … determinations of substantial improvement and substantial damage made pursuant to Section 103-5 |  |  |
| 103-4. - Duties.  (9) … such requests require consideration as a variance pursuant to Article 107  (13)… in accordance with Article 106 of  (14)… development other than buildings in accordance with Article 107  (15)… violations in accordance with Article 108 |  |  |
| ***103-5. - Substantial improvement and substantial damage determinations.*** |  |  |
| ARTICLE 104 PERMITS FOR FLOODPLAIN DEVELOPMENT |  |  |
| 104-2. - Application for permit.  (4)… site plan and construction documents as specified in Article 105 |  |  |
| ***104-5. - Expiration.*** |  |  |
| ***ARTICLE 105 SITE PLANS AND CONSTRUCTION DOCUMENTS*** |  |  |
| 105-1. - Information for development in flood hazard areas.  (2)… shall be established in accordance with Section 105-2 or Section 105-3  (3)… shall be established in accordance with Section 105-2(2) |  |  |
| ***105-2. - Information in flood hazard areas without base flood elevations (approximate Zone A).***  (1) Require the applicant to…  ***(2) Obtain, review, and provide to applicants base flood elevation…***  (3)…(a)… to include base flood elevation data in accordance with Section 105-2(1) |  |  |
| ***105-3. - Additional analyses and certifications.***  (1) For development activities … submit such analysis to FEMA as specified in Section 105-4  (3)… shall submit the analysis to FEMA as specified in Section 105-4  ***(4) For activities that proposed to alter sand dunes …*** |  |  |
| ***105-4. - Submission of additional data.*** |  |  |
| ***ARTICLE 106 INSPECTIONS*** |  |  |
| 106-3. - Inspections of manufactured homes installations. … installation of a manufactured home and receipt of the elevation certification required in Section 304-1 |  |  |
| ***ARTICLE 107 VARIANCES*** |  |  |
| 107-6. - Restrictions in floodways. .. the applicable analyses required in Section 105-3(1) |  |  |
| 107-7. - Functionally dependent uses. |  |  |
| 107-8. – Agricultural structures  (1)(e) …construction requirements of Section 107-8(2) below  (2) Construction requirements. |  |  |
| **ARTICLE 108 VIOLATIONS** |  |  |
| ARTICLE 302 SUBDIVISIONS |  |  |
| **302-1. - Minimum requirements.**  (2)… located and constructed to minimize or eliminate flood damage in accordance with Section 303-2 and Section 303-3 |  |  |
| 302-2. - Subdivision requirements…. addition to the requirements of Section 302-1  (2)… the base flood elevations determined in accordance with Section 105-2(1) |  |  |
| ARTICLE 303 SITE IMPROVEMENTS, UTILITIES AND LIMITATIONS |  |  |
| 303-1. - Minimum requirements.  (2)… the base flood elevations determined in accordance with Section 105-2(1) |  |  |
| **303-2. - Sanitary sewer facilities.** |  |  |
| **303-3. - Water supply facilities.** |  |  |
| ***303-4. - Development in floodways….*** unless the floodway encroachment analysis required in Section 105-3(1) |  |  |
| 303-5. - Limitations on placement of fill. … change boundaries of flood hazard areas shown on FIRMs shall be subject to the requirements of Section 105-4 |  |  |
| 303-7. - Other site improvements in coastal high hazard areas (Zone V) and Coastal A Zones.  (3)… sand dunes shall be permitted only when the engineering analysis required by Section 105-3(4) |  |  |
| ***ARTICLE 304 INSTALLATION OF MANUFACTURED HOMES*** |  |  |
| ***304-1. - Installation.*** |  |  |
| *304-2. - Foundations.*  *(1)… Foundations for manufactured homes subject to Section 304-5* |  |  |
| ***304-4. - General elevation requirement.*** *… Unless subject to the requirements of Section 304-5* |  |  |
| ***304-5. - Elevation requirement for certain existing manufactured*** *home parks and subdivisions. … Manufactured homes that are not subject to Section 304-4* |  |  |
| *304-8. - Protection of mechanical equipment and outside appliances.*  *Exception…. during the occurrence of flooding up to the elevation required by Section 304-4 or Section 304-5* |  |  |
| *ARTICLE 305 RECREATIONAL VEHICLES* |  |  |
| ***305-1. - Temporary placement.*** |  |  |
| 305-2. - Permanent placement. … do not meet the limitations in Section 305-1 for temporary placement shall meet the requirements of Article 304 for manufactured homes. |  |  |
| ARTICLE 306 OTHER DEVELOPMENT |  |  |
| 306-1. - General requirements for other development.  (2)… Meet the limitations of Section 303-4 |  |  |
| 306-3. - Requirements for temporary structures and temporary storage in flood hazard areas. …Extensions may be granted in accordance with Section 104-5  (3)… The requirements of Section 303-4 |  |  |
| 306-4. - Fences in floodways. … fences, shall meet the limitations of Section 303-4 |  |  |
| 306-6. - Retaining walls, sidewalks and driveways in floodways. … shall meet the limitations of Section 303-4 |  |  |
| 306-7. - Roads and watercourse crossings in floodways…. fences, shall meet the limitations of Section 303-4… watercourse crossing shall meet the requirements of Section 105-3(3) |  |  |
| 306-8. - Swimming pools. … of fill in floodways shall meet the requirement of Section 303-4 |  |  |
| ARTICLE 307 FLOOD CONTROL PROJECTS |  |  |
| Sec. 307-1. - Flood control projects; general. |  |  |
| Sec. 307-2. - Flood control projects; applications. |  |  |