



**National Flood Insurance Program
Community Rating System**

TEMPLATE

for

**Construction Certificate Management Procedures
for the
Municipality of Kingston (aka Kingston Borough)**

December 1, 2023

This template has been prepared by the Municipality of Kingston (aka Kingston Borough) to establish written procedures for the management of Elevation Certificates and other floodplain-related construction certificates, especially those required for Community Rating System credit as element CCMP (Construction Certificate Management Procedures), under Activity 310 (Elevation Certificates). The template shall provide various parts of our process for collecting and reviewing construction certificates by the staff of the Municipality of Kingston responsible for reviewing all applications for Zoning Permits and Building Permits in Special Floodplain Hazard Areas (SFHA).