



John K. McKinney Jr., Esq.
Floodplain Administrator

May 17, 2024

CITY OF WOODLOCH
2620 N WOODLOCH ST
CONROE, TX 77385-8580

Re: FLOOD DISASTER DAMAGE NOTICE

Dear Property Owner(s),

We hope this message finds you and your family safe. As Montgomery County property owners consider cleanup and repairs from the May 2024 floods, this serves as a reminder that local permits may be needed before repairing or rebuilding flood-damaged structures.

Permits are not required for removing drywall, floors, or taking steps to prevent mold or deterioration. However, structures with floodwater exceeding eighteen inches may require a no fee permit for repairs. Another indicator of the need to obtain a permit would be if repair costs surpass half of the improvement value. For example, if your property's appraised value is \$250,000 with a land value of \$50,000 and the improvement value is \$200,000, repairs exceeding \$100,000 (half of \$200,000) would likely require a no fee permit.

If you are filing a flood insurance claim, you need to report your losses to your insurance agent or company. An adjuster will be assigned to estimate your damage and advise you how to prepare "Proof of Loss" documentation. Often times, claims can be paid quickly and ahead of a community's effort to determine building permit requirements. It is your responsibility to make sure you acquire the necessary permits for any work performed to avoid violating local ordinances.

Please note, our office will be provided with insurance claims information. If we determine non-permitted work was completed and your property is deemed non-compliant, this could impact your current mortgage, the ability to obtain flood insurance in the future, as well as the ability to sell the property. Please see the information on the back of this page and report your damage information. Property owners and residents with damaged structures may also contact the Floodplain Administration department at 936-538-3544 for more information on repair and reconstruction permits.

Sincerely,

John K. McKinney Jr., Esq.
Floodplain Administrator