



- FINAL NOTICE TO PARTICIPATE-

SEVIER COUNTY/GATLINBURG WILDFIRE

CITY OF GATLINBURG/SEVIER COUNTY

PRIVATE PROPERTY DEBRIS REMOVAL AND DEMOLITION PROGRAM

Dear Property Owner,

According to our records, your property may have been impacted by the November 2016 wildfire. If you have not already removed all wildfire generated debris, hazardous standing dead trees, and hazardous structures such as leaning or compromised walls, you must take action as described below.

Option 1: County/City Debris Removal and Demolition Program

- Complete and the “Property Owner Participation” and “Right-of-Entry on Private Property for Debris Removal Work” forms and return to the address below.
 - **Property owners must contact the County Debris Team by August 31st, 2017.**
- If eligible, work will be performed on your behalf by the County/City contractor.
- New owners who purchased the property after the wildfire will be responsible for assisting the County/City in reaching previous owners to obtain any insurance proceeds received for similar work.
 - Property owner’s costs are limited to previous owners’ insurance proceeds. The remainder is funded by FEMA and the County/City.
- If the property was not insured at the time of the wildfire, 11/26/2016, work will be performed at no cost to the owner should the property be deemed eligible.
- *The cleanup deadlines will not apply to eligible properties participating in the County/City’s FEMA-funded program.*

Option 2: Self-perform debris removal, demolition, slope stabilization, etc.

- **In Gatlinburg, all work must be completed by September 30th, 2017**
- Work must be performed to satisfy County/City codes and ordinances.

Option 3: No Action (NOT RECOMMENDED)

- **If no action is taken by the respective County/City deadlines, finest of \$50 per violation per day and/or other corrective action may be imposed.**

See enclosures for more information on the County/City Private Property Debris Removal and Demolition Program.

**SEVIER COUNTY WILDFIRE PRIVATE PROPERTY DEBRIS REMOVAL AND DEMOLITION PROGRAM
PROGRAM INFORMATION**

Sevier County (County) and the City of Gatlinburg (City) are in the process of implementing a program to perform disaster debris removal and demolition of hazardous structures on private property. Prior to being considered for such assistance, property owners must first complete and sign the included ROE form to allow the County, City, their contractors and subcontractors, State of Tennessee representatives, Federal Emergency Management Agency (FEMA) representatives and other stakeholders access to the property to first perform damage assessments in order to perform necessary work to eliminate threats to public health and safety, improved public and/or private property, and ensure the economic recovery of the community. If your property is deemed eligible by TEMA and FEMA, the County/City will perform work on your behalf. This process is outlined below. ***Items in bold require action by the property owner:***

1.	Property identification and notification to owners (County/City)
2.	Property owner submits documentation (PROPERTY OWNER ACTION REQUIRED) a. Signed Right-of-Entry (ROE) form, one form per property. b. Insurance information, complete with the following – as available. i. Policy iv. Claims ii. Declaration Page v. Settlement Statement(s) iii. Schedule of Values c. If you have no insurance, confirmation must be provided. d. Mortgage holder information. i. Lien holder name/contact information ii. Account number
3.	Verification of owner information (County/City)
4.	County/City to perform site assessments (County/City)
5.	County/City to submit to Tennessee Emergency Management Agency (TEMA) and FEMA for review (TEMA/FEMA)
6.	County/City contractors to perform debris removal and/or demolition, upon FEMA approval (County/City)
7.	Remittance of Insurance Proceeds (PROPERTY OWNER ACTION MAY BE REQUIRED) a. If insurance proceeds for work similar to that completed by the County/City are received by the property owner, the property owner should forward such funds on to the County/City as described in the attached ROE.

You can complete your application by submitting the enclosed forms and providing the required documentation. To submit your forms or for additional information, contact the County/City Private Property Debris Removal (PPDR) Team.

SUBMIT/INQUIRE BY EMAIL: ROE@seviercountyttn.gov

SUBMIT BY MAIL: Sevier County Emergency Management

Attn: Debris Team

321 Court Ave., Sevierville, TN 37862

INQUIRE BY PHONE: (865) 256-3492 (For information on how to submit your required paperwork. Please leave a message if you have any questions and your call will be returned as soon as possible)

To request or decline participation, please complete and return the enclosed form(s) with the documents requested to the PO Box or email address listed above or visit one of the in person locations during the posted operating hours. Priority is given in order of response. You must provide all information or contact the County Debris Team with your intent to participate by no later than August 31st, 2017.