



Town of Southwest Ranches

GUIDANCE ON FEMA PROCESS TO REMOVE A PROPERTY FROM FLOOD ZONES

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Federal Emergency Management Agency (FEMA) may be requested for a flood map change to remove a property from a flood zone based on fill or flood map error. A property located in a mapped flood hazard area may only be removed from the flood zone by FEMA. The FEMA application forms to request a flood zone map change are updated on a regular basis. To access the most current forms, please use the web address below.

Related FEMA websites are listed below for your use:

Website to download FEMA forms: http://www.fema.gov/mit/tsd/frm_form.htm

FEMA forms must be used to request a map change or flood designation: Letters of Map Amendment (LOMA), Conditional Letters of Map Amendment (CLOMA), Letters of Map Revision Based on Fill (LOMR-F), Conditional Letters of Map Revision on Fill (CLOMR-F), Elevation Certificate Form (EC), and Community Acknowledgement Form.

For facts about FEMA's National Flood Insurance Program (NFIP):

FEMA's NFIP: http://www.fema.gov/nfip/ic_facts.htm
NFIP site index: <http://www.fema.gov/nfip/sitemap.htm>
FEMA NFIP definitions: <http://www.fema.gov/nfip/19def2.htm#L>

Here are some definitions that were copied from the websites above:

- Federal Emergency Management Agency (**FEMA**) – The federal agency under which the National Flood Insurance Program (**NFIP**) is administered.
- Flood Insurance Rate Map (**FIRM**) – Official map of a community on which the FEMA Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.
- Letter of Map Amendment (**LOMA**) – An amendment to the currently effective FIRM, which establishes that a property is not located in a Special Flood Hazard Area. A LOMA is issued only by FEMA.
- Letter of Map Revision (**LOMR**) – An official amendment to the currently effective FIRM, which changes flood zones, delineation, and elevations. A LOMR is issued by FEMA.
- National Flood Insurance Program (**NFIP**) – The program of flood insurance coverage and floodplain management administered under the National Flood Insurance Act, Flood Disaster Protection Act of 1973, and applicable Federal regulations promulgated in Title 44 of the Code of Federal Regulations, Subchapter B.
- Special Flood Hazard Area (**SFHA**) – An area having special flood, mudflow, or flood-related erosion hazards, and shown on a Flood Hazard Boundary Map, or a Flood Insurance Rate Map as Zone A, AE, AH, AO, AR, A99, V or VE.

For more information, contact the FEMA Map Information eXchange by calling 1-877-336-2627. For assistance regarding the Community Acknowledgement Form and Elevation Certificate, or in completing the necessary forms, you may contact the Town Engineer by calling 954-434-0008.

Town of Southwest Ranches
Guidance on FEMA Process to Remove a Property From Flood Zones
Table of Contents

Purpose.....	Page 1
Change my Flood Zone Designation.....	Page 1
Assistance Available.....	Page 1
Overview of Maps and Map Change Processes for Properties.....	Page 1
NFIP Regulations.....	Page 2
Guidance Documents.....	Page 2
LOMA Determination Requirements.....	Page 3
LOMR-F Determination Requirements.....	Page 3
What is the Difference Between the eLOMA and Online LOMC?.....	Page 4
Using eLOMA to Expedite Simple LOMA Requests.....	Page 4
Effect of LOMA or LOMR-F on Flood Insurance Requirements.....	Page 4
Related Topics.....	Page 5
For More Information.....	Page 5

Application Forms for Conditional and Final Letters of Map Amendment and Letters of Map Revision Based on Fill

General Background information.....	Page 6
Use of Application Forms.....	Page 6
Data Submission Requirements.....	Page 7
Applicable Regulations.....	Page 7
Fee Requirements.....	Page 8
Basis of Determination.....	Page 8
Response Timeframe.....	Page 8
Effect on Insurance Requirements.....	Page 9
Conditional Determinations.....	Page 9
Endangered Species Act Compliance.....	Page 9
Address for Submitting Requests.....	Page 10

Instructions for Completing the Property Information Form (Form 1)

General Instructions.....	Page 11
Specific Instructions.....	Page 11
Required Data.....	Page 13
Review and processing Fee.....	Page 13
Signature.....	Page 13

Instructions for Completing the Elevation Form (Form 2)	
General Instructions.....	Page 14
Elevation Table.....	Page 16
Certification (by a licensed land surveyor, registered, professional engineer, or architect).....	Page 17
 Instructions for Completing Optional Forms	
General.....	Page 18
Community Acknowledgement Form (Form 3).....	Page 18
Flood Map-Related Fees.....	Page 20
Federal Register Notices Available for Download.....	Page 20
Current Fee Schedule for Map Change Requests.....	Page 20
Fee Exemptions for Map Change Requests.....	Page 21
Current Fee Schedule for Requests for Flood Insurance Study Backup Data.....	Page 22
Fee Exemptions for Requests for Flood Insurance Study Backup Data.....	Page 22
For More Information.....	Page 23
Attachments – Forms.....	Page 24

1. Property Information Form
2. Elevation Form
3. Payment Information Form
4. Elevation Certificate
5. Community Acknowledgement Form

Purpose

If you are a homeowner and believe your property is not located in the designated 100-year floodplain [also known as a 1-percent-annual-chance floodplain, or Special Flood Hazard Area (SFHA)], as shown on the effective Flood Insurance Rate Map or Digital Flood Insurance Rate Map for your community and you would like the Federal Emergency Management Agency (FEMA) to make an official determination regarding the location of your property relative to the SFHA, you may request a Letter of Map Amendment (LOMA) or a Letter of Map Revision Based on Fill (LOMR-F).

Change my Flood Zone Designation

If a property owner thinks their property has been inadvertently mapped in a Special Flood Hazard Area, they may submit a request to FEMA for a Letter of Map Change. A SFHA is defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. A LOMC reflects an official revision/amendment to an effective Flood Insurance Rate Map. If the LOMC request is granted, property owners may be eligible for lower flood insurance premiums, or the option to not purchase flood insurance.

Applicants can now use the Online LOMC, an internet-based tool, to easily request a Letter of Map Amendment. A LOMA is a letter from FEMA stating that an existing structure or parcel of land - that is on naturally high ground and has not been elevated by fill - would not be inundated by the base flood. This new tool is a convenient way for applicants to upload all information and supporting documentation and check the status of their application online. Users can submit LOMA requests through this tool instead of filing the MT-EZ paper form via mail.

Get started today using the new [Online LOMC application](#).

Assistance Available

The Federal Emergency Management Agency's Map Information eXchange offers a Live Chat service, which allows stakeholders to interact with Map Specialists in real-time via an online forum. To chat with a Map Specialist, please visit the [FMIX](#) page. You can also reach the FMIX by telephone at 877-FEMA MAP (877-336-2627) and by e-mail [at FEMAMapSpecialist@riskmapcds.com](mailto:atFEMAMapSpecialist@riskmapcds.com). The FMIX is open Monday through Friday from 8am to 6:30pm Eastern Standard Time (EST).

Overview of Maps and Map Change Processes for Properties

As part of its administration of the [National Flood Insurance Program](#), the FEMA publishes flood hazard maps, called Flood Insurance Rate Maps, or FIRMs. The purpose of a FIRM is to show the areas in a community that are subject to flooding and the risk associated with these flood hazards. One of the areas shown on the FIRM is a Special Flood Hazard Area. The SFHA is the area that has a 1-percent or greater chance of flooding in any given year; this area is also referred to by some as the 1-percent-annual-chance floodplain, base floodplain, or the 100-year floodplain. The flood hazard

and risk information presented on the FIRMs is the result of engineering studies that are performed by engineering companies, other Federal agencies, or communities, which are reviewed for compliance with FEMA guidelines and approved by FEMA.

FEMA uses the most accurate flood hazard information available and applies rigorous standards in developing the FIRMs. However, because of limitations of scale or topographic definition of the source maps used to prepare a FIRM, small areas may be inadvertently shown within an SFHA on a FIRM even though the property (legally defined parcel(s) of land, structure[s]) is on natural ground and is at or above the elevation of the 1-percent-annual-chance flood. This elevation is most commonly referred to as the Base Flood Elevation, or BFE. Such cases are referred to as "inadvertent inclusions."

For other small areas, earthen fill may have been placed during construction, thereby elevating a small area within the SFHA to an elevation that is at or above the BFE. This construction may have taken place during the time the engineering study was being performed or subsequent to that study. Because of the limited extent of the elevated area and the limitations of the map scale, it may not have been possible for FEMA to show this area as being outside the SFHA and so these areas have been incorrectly included in the SFHA on the FIRM.

Recognizing that these situations do occur, FEMA established administrative procedures to change the designation for these properties on the FIRM. These processes are referred to as the Letter of Map Amendment, or LOMA, process and the Letter of Map Revision Based on Fill, or LOMR-F, process. Through these processes, an individual who owns, rents, or leases property may submit certain mapping and survey information to FEMA and request that FEMA issue a document that officially removes a property and/or structure from the SFHA. In most cases, the applicant will need to hire a Licensed Land Surveyor or Registered Professional Engineer to prepare an Elevation Certificate for the property. Upon receiving a complete application forms package through mail or through the [Online LOMC application](#), FEMA will normally complete its review and issue its determination in 4 to 6 weeks.

NFIP Regulations

The regulatory requirements for the LOMA process are documented in Part 70 of the NFIP regulations. The regulatory requirements for the LOMR-F process are documented in Part 65 of the NFIP regulations. Individuals who are interested in reviewing these regulations may view or download them from the [Guidance Documents and Other Published Resources](#) page of the FEMA Website.

Guidance Documents

FEMA has prepared guidance documents to assist citizens with their LOMA and LOMR-F applications and submittals:

- The MT-EZ Form is to be used for LOMA requests involving a single residential lot or structure.

- The MT-1 Forms package and the Online LOMC application is to be used for LOMA requests involving multiple residential lots or structures and for all LOMR-F requests.

Links to these guidance documents are provided in the "Related Links" section on the upper right-hand side of this page. The forms provide step-by-step instructions for requesters to follow and are comprehensive, ensuring that the requesters' submittals are complete and logically structured. Use of these forms allows FEMA to complete its review quicker and at lower cost to the NFIP. While completing the forms may seem burdensome, the advantages to the requesters outweigh any inconvenience.

LOMA Determination Requirements

- LOMA Requests Involving One or More Structures: For a LOMA to be issued by FEMA to remove one or more structures from the SFHA, the NFIP regulations require that the lowest adjacent grade (the lowest ground touching the structure) be at or above the BFE.
- LOMA Requests Involving One or More Lots: For a LOMA to be issued by FEMA to remove one or more entire lots from the SFHA, the NFIP regulations require that the lowest point on the lot(s) must be at or above the BFE.
- Review and Processing Fee: There is no review and processing fee for the FEMA review of a LOMA request.
- Required Information: The requester is responsible for providing all of the information needed for FEMA's review of the request, including elevation information certified by a Licensed Land Surveyor or Registered Professional Engineer. For a complete listing of the information that must be submitted in support of a LOMA request, please refer to the MT-EZ (for single lot/structure requests), MT-1 application forms package, or visit the new [Online LOMC application](#).

LOMR-F Determination Requirements

- LOMR-F Requests Involving One or More Structures: For a LOMR-F to be issued by FEMA to remove the structure from the SFHA, the NFIP regulations require that the lowest adjacent grade of the structure be at or above the BFE. The participating community must also determine that the land and any existing or proposed structures to be removed from the SFHA are "reasonably safe from flooding."
- LOMR-F Requests Involving One or More Lots: For a LOMR-F to be issued by FEMA to remove the entire lot and structure, both the lowest point on the lot and the lowest floor of the structure must be at or above the 1-percent-annual-chance flood elevation.
- Review and Processing Fee: FEMA charges a fee for the review and processing of LOMR-F requests. A link to the current fee schedule is provided in the "Related Links" section on the upper right-hand side of this page.
- Required Information: As with LOMA requests, the requester is responsible for providing all supporting information, including elevation information certified by a Licensed Land Surveyor or Registered Professional Engineer. For a complete listing of the information that must be submitted in support of a LOMR-F request, please refer to the MT-1 application forms package or visit the new [Online LOMC application web page](#).

What is the Difference Between the eLOMA and Online LOMC?

The eLOMA is a web-based application within the Mapping Information Platform (MIP) that provides licensed land surveyors and professional engineers (Licensed Professionals) with a system to submit simple Letter of Map Amendment (LOMA) requests to FEMA. This tool is designed to make a determination based on the information submitted by the Licensed Professional and allow them to generate a determination from FEMA in minutes. The initial release of eLOMA will enable Licensed Professionals to make requests for existing single residential structures or properties, provided no fill has been placed to raise the elevations of the structure or property. Approximately half of the LOMAs processed annually (about 10,000 cases) meet the requirements of eLOMA. For more information on the eLOMA, [visit the eLOMA website.](#)

The Online LOMC tool is available to any applicant who would like to submit a LOMA request directly to FEMA, and does not require a surveyor or engineer to submit. All LOMA requests may be processed through the Online LOMC. A determination resulting from information submitted via Online LOMC is not received until after FEMA reviews the supporting documentation. This process may take up to 60 days.

Using eLOMA to Expedite Simple LOMA Requests

To make submitting LOMA requests quicker and easier, FEMA created eLOMA— a web-based application within FEMA's Mapping Information Platform. eLOMA provides licensed land surveyors and professional engineers (Licensed Professionals) a system to submit simple LOMA requests to FEMA.

Note that not all LOMA requests qualify to be submitted using the eLOMA tool. At this time, only existing single residential structures or entire legally recorded properties qualify.

If all the required supporting data are submitted according to eLOMA criteria, a Licensed Professional could obtain a LOMA determination in a matter of minutes. The eLOMA process is much faster than the standard LOMA process, which historically took up to 60 days.

To ensure the accuracy of the eLOMA determinations, FEMA performs random audits of eLOMA submittals. eLOMA requests that are audited by FEMA are processed within five business days of receiving all of the required supporting data from the Licensed Professional.

Local community Floodplain Administrators may be able to assist in locating a Licensed Professional qualified to use eLOMA. To learn more about eLOMA, please view [eLOMA: Electronic Letters of Map Amendment](#).

Effect of LOMA or LOMR-F on Flood Insurance Requirements

The issuance of a LOMA or LOMR-F eliminates the Federal flood insurance purchase requirement as a condition of Federal or federally backed financing; however, the mortgage lender retains the prerogative to require flood insurance as a condition of providing financing, regardless of the location of a structure. The purchase of a flood insurance policy is wise even if a structure is located outside

the SFHA. More than 25 percent of flood claims are made by property owners located outside the SFHA. The issuance of a LOMA or LOMR-F does not mean the structure or lot is safe from all flooding; it means that the risk of flooding is not as high as it is in the SFHA. Events greater than the 1-percent-annual-chance event can and do occur. It is also important to note that the flood insurance premium rate for structures located outside the SFHA are lower than the premiums for structures located in the SFHA.

To learn more about flood insurance and receive other answers to questions about the NFIP, please visit [Answers to questions about the NFIP](#).

To learn more about the purchase of flood insurance and the options that are available, please visit [Flood Smart.gov](#).

Related Topics

- [Change my Flood Zone Designation - Online LOMC Application](#)
- [How to Create a FIRMette](#)
- [Elevation Certificate](#)
- [Flood Proofing Certificate \(FEMA Form 81-65\)](#)
- [Standard Flood Hazard Determination Form](#)
- [LOMA and LOMR-F Tutorial Series](#)

For More Information

- Please contact a Map Specialist in the [FEMA Map Information eXchange](#)
- Please [register](#) to receive Flood Hazard Mapping updates via e-mail.

APPLICATION FORMS FOR CONDITIONAL AND FINAL LETTERS OF MAP AMENDMENT AND LETTERS OF MAP REVISION BASED ON FILL

General Background Information

In 1968, the U.S. Congress passed the National Flood Insurance Act, which created the National Flood Insurance Program (NFIP). The NFIP was designed to reduce future flood losses through local floodplain management and to provide protection for property owners against potential losses through an insurance mechanism that allows a premium to be paid for the protection of those most in need. The creation of the NFIP represented a major shift in Federal strategy from previous structural flood-control and disaster relief programs.

As part of the agreement for making flood insurance available to a community, the NFIP requires the community to adopt floodplain management ordinances that meet certain minimum requirements intended to reduce future flood losses. The community official or agency responsible for floodplain management in a community may be able to provide information that would be useful to a requester. This official or agency usually is responsible for engineering, public works, flood control, or planning in the community as well.

Use of Application Forms

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) implemented the use of application forms for requesting revisions or amendments to NFIP maps for two reasons. First, because the forms provide a step-by-step process for requesters to follow and are comprehensive, requesters are assured of providing all of the necessary information to support their requests without having to go through an iterative process of providing additional information in a piecemeal fashion, which can result in a time-consuming and cost-intensive process. Second, use of the forms ensures that the requesters' submissions are complete and more logically structured, and generally allows DHS-FEMA to complete its review in a shorter timeframe.

The application forms included in this package were designed to assist requesters (community officials, individual property owners, and others) in gathering the information DHS-FEMA needs to determine whether property (parcels of land or structures) is likely to be flooded during the flood event that has a 1-percent-annual-chance of being equaled or exceeded in any given year (base flood). Lands that are at risk of being inundated by the base flood are called Special Flood Hazard Areas (SFHAs).

The forms in this package shall be used to request Letters of Map Amendment (LOMAs), Conditional Letters of Map Amendment (CLOMAs), Letters of Map Revision Based on Fill (LOMR-Fs), and Conditional Letters of Map Revision Based on Fill (CLOMR-Fs), as defined below. Please note that not all of the forms apply to every request. Only those forms that apply to the request should be submitted.

LOMA	A letter from DHS-FEMA stating that an existing structure or parcel of land that has not been elevated by fill (natural grade) would not be inundated by the base flood.
CLOMA	A letter from DHS-FEMA stating that a proposed structure that is not to be elevated by fill (natural grade) would not be inundated by the base flood if built as proposed.
LOMR-F	A letter from DHS-FEMA stating that an existing structure or parcel of land that has been elevated by fill would not be inundated by the base flood.
CLOMR-F	A letter from DHS-FEMA stating that a parcel of land or proposed structure that will be elevated by fill would not be inundated by the base flood if fill is placed on the parcel as proposed or the structure is built as proposed.

If the request is being made for a LOMA to be issued on a single residential property, the MT-EZ form, entitled "Application Form for Single Lot or Structure, Amendments to National Flood Insurance Program Maps," may be used instead of the forms in this package. Forms for this purpose may be downloaded from our website at http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm. This form is available in both an English and Spanish version.

A fast alternative to using the MT-1 application is eLOMA. eLOMA is a web-based application that provides licensed land surveyors and professional engineers a system to submit simple LOMA requests to FEMA. Many LOMA requests can be submitted to FEMA using eLOMA. You can find additional information about eLOMA, including the types of LOMA requests that qualify for the eLOMA process, at <http://hazards.fema.gov>.

The forms in this package and the form entitled "Application Form for Single Lot or Structure, Amendments to National Flood Insurance Program Maps," **shall not be used** in the following instances:

- Requests involving changes in Base Flood Elevations (BFEs);
- Requests involving changes in regulatory floodway boundary delineations;
- Requests for properties in alluvial fan areas;
- Requests involving property and/or structures that have been elevated by fill placed within the regulatory floodway, channelization projects, bridge/culvert replacement projects, or other flood control improvements; or
- Requests involving changes in coastal high hazard areas (V zones).

For such requests, the community must submit the request to DHS-FEMA in accordance with Title 44, Chapter I, Code of Federal Regulations (CFR), Part 65 of the NFIP regulations, which is available online at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfrv1_02.html, using the separately published MT-2 application forms package entitled "Application Forms and Instructions for Conditional Letters of Map Revision and Letters of Map Revision." Forms for this purpose may be downloaded from our website at http://www.fema.gov/plan/prevent/fhm/dl_mt-2.shtm.

Please note that the forms in this package may be used for property that has been inadvertently included in a V zone or the regulatory floodway. However, if the property is to be removed from a V zone, it must not be located seaward of the landward toe of the primary frontal dune.

For additional assistance in completing these forms, you may consult the LOMA Tutorial, available on DHS-FEMA's Internet site at: http://www.fema.gov/plan/prevent/fhm/ot_Imreq.shtm.

Data Submission Requirements

In accordance with the NFIP regulations, DHS-FEMA will use the information provided by these application forms to make a determination on whether a property (parcel(s) of land or a structure(s)) is located within a designated SFHA. In certain instances, additional data that are not referenced on these forms may be required. A DHS-FEMA representative will notify the requester of any additional requirements.

DHS-FEMA encourages the submission of the required data in digital format (e.g. scanned documents on a CD). This may help expedite the processing of your request.

Applicable Regulations

The regulations pertaining to LOMAs, CLOMAs, LOMR-Fs, and CLOMR-Fs are presented in Title 44, Chapter I, CFR, Parts 65 and 70, which is available online at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfrv1_02.html. The purpose of Part 70 is to provide an administrative procedure whereby DHS-FEMA will review information submitted by an owner or lessee of property who believes that their property has been inadvertently included in a designated SFHA. Part 70 provides information about the technical difficulty of accurately delineating the SFHA boundaries on a NFIP map for a community. Part 70 procedures shall not apply if the topography has been altered to raise the original ground to or above the BFE since the effective date of the first NFIP map [i.e., a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map] showing the property to be within the SFHA. Requests involving changes in topography (such as the placement of fill) are handled under the procedures described in Part 65.

Fee Requirements

Title 44, Chapter I, CFR, Part 72 of the NFIP regulations, which is available online at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfrv1_02.html, presents information regarding the reimbursement procedure initiated by DHS-FEMA to allow for the recovery of costs associated with the review of requests for CLOMAs, CLOMR-Fs, and LOMR-Fs via a review and processing fee. There is no review and processing fee for requests for single/multiple, lot/structure LOMAs.

Revised fee schedules are published periodically, but no more than once annually, as a notice in the *Federal Register*. For the most up-to-date fee schedule, please contact the DHS-FEMA Map Information eXchange (FMIX) toll free at 1-877-FEMA MAP (1-877-336-2627) or consult the DHS-FEMA Internet site at http://www.fema.gov/plan/prevent/fhm/frm_fees.shtm.

Payment must be submitted in the form of a check or money order, made payable in U.S. funds to the **National Flood Insurance Program**, or by credit card payment. In addition, the requester must complete the Payment Information Form. The payment should be mailed **together** with the application and supporting data to the address listed in the Address for Submitting Requests section of these instructions.

Basis of Determination

If no fill has been placed, DHS-FEMA's determination as to whether the SFHA designation may be removed from the structure(s) on a property will be based on a comparison of the BFE with the elevation of the Lowest Adjacent Grade to the structure (lowest ground touching the structure) including any attached decks or garage. If fill has been placed, DHS-FEMA's determination will be based on a comparison of the BFE with the elevation of the lowest adjacent grade to the structure (lowest ground touching the structure) including any attached decks or garage and a completed Community Acknowledgment Form (see instructions for the Community Acknowledgment Form [Form 3] for more information).

For DHS-FEMA to remove the SFHA designation from a legally defined property or portion of property that does not have a structure on it, the elevation of the lowest ground on the property must be at or above the BFE.

Please note the following special considerations that may affect DHS-FEMA's determination:

- In areas of shallow/sheet flooding (Zone AO), the elevation of the Lowest Adjacent Grade (including deck posts) of the structure(s) must be above the surrounding grade by an amount equal to or greater than the depth shown on the NFIP map. In addition, adequate drainage paths are required to guide floodwaters around and away from the structure(s); the structure(s) should be on an elevated pad within the Zone AO area. With your application package, in addition to elevation information regarding the structure(s), provide a map showing the topographic data of the property and the immediate surrounding area, and the location of any structure(s) existing on the property (certified by a registered professional engineer or licensed land surveyor) to demonstrate that the above criteria have been met.
- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE and any portion of the structure (i.e., posts, pilings, or piers) is still below the BFE, the building will not be removed from the SFHA.

Response Timeframe

In accordance with the procedures of Title 44, Chapter I, CFR, Part 72, which is available online at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfrv1_02.html, DHS-FEMA will notify the requester of the determination in writing within 60 days of the date of receipt of all required data. Information about the status of active Letter of Map Change (LOMC) requests is available from DHS-FEMA's Mapping Information Platform (MIP) at <https://hazards.fema.gov>. The MIP allows requesters to search Open LOMCs by entering their Project (Case) Number and Project Type to find out the status of their request. From the MIP Home Page requesters should click on Tools & Links, Public Reports and select Public Reports from the Report Category dropdown.

Effect on Insurance Purchase Requirements

Although DHS-FEMA may issue a LOMA or LOMR-F removing a structure(s) from the SFHA, it is the lending institution's prerogative to require flood insurance, as a condition of a loan, if it deems such action appropriate. Historically, about 25% of all flood claims occur in areas outside of the SFHA. Property owners are strongly encouraged to convert their existing policy, using the premiums already paid for that policy, to a lower-cost Preferred Risk Policy (PRP), which is available for structures located outside the SFHA. For more information about the PRP, contact your agent or broker or visit <http://floodsmart.gov/prp>.

If the lending institution agrees to waive the flood insurance purchase requirement for a structure, the property owner is eligible for a full refund of the premium paid for the current policy year, provided that no claim is pending or has been paid on the policy in question during the same policy year. If the property owner has been required to renew his or her policy during a period when a revised NFIP map was being printed, the premium will be refunded for an additional year. To initiate processing of the refund, the property owner should provide the LOMA or LOMR-F and evidence of the waiver of the flood insurance requirement from the lending institution to the insurance agent or broker who sold the policy.

Conditional Determinations

To qualify for a CLOMA or CLOMR-F, the proposed project must meet the same criteria as those required for a LOMA or LOMR-F. After construction is completed or fill is placed, certified as-built information must be submitted to DHS-FEMA for a LOMA or LOMR-F to be issued. The NFIP regulations do not require that a CLOMA or CLOMR-F be requested and issued for a proposed project. Check with local community officials to see if they are required.

Property owners and developers should note that a CLOMA or CLOMR-F does not remove the mandatory purchase of flood insurance requirements, it merely provides comment on the proposed plan and does not revise or amend the NFIP map. Once the project has been completed another application will have to be submitted with the as built conditions to receive a LOMA or a LOMR-F which in turn removes the federal requirements for mandatory purchase of flood insurance. It also does not relieve Federal agencies of the need to comply in carrying out their responsibilities for providing federally undertaken, financed, or assisted construction and improvements or in their regulating and licensing activities, in accordance with the provisions of Executive Order 11988 (<http://www.fema.gov/plan/ehp/ehplaws/eo11988.shtm>).

Endangered Species Act Compliance

CLOMR-F applicants are responsible for documenting to FEMA that Endangered Species Act (ESA) compliance has been achieved prior to FEMA's review of a CLOMR-F application. ESA compliance may be documented by submitting to FEMA a copy of an Incidental Take Permit, an Incidental Take Statement, a "not likely to adversely affect" determination from the National Marine Fisheries Service (NMFS) or the U.S. Fish and Wildlife Service (USFWS), or an official letter from NMFS or USFWS concurring that the project has "No Effect" on proposed or listed species or designated critical habitat. The applicant may begin by contacting a NMFS or USFWS office, State wildlife agency office, or independent biologist to identify whether threatened or endangered species exist on the subject property and whether the project associated with the CLOMR-F request would adversely affect species or designated critical habitat. These entities are also available to discuss questions pertaining to listed species and ESA compliance. If potential adverse impacts could occur, then NMFS or USFWS may require changes to the proposed activity and/or mitigation.

For CLOMA, LOMA, and LOMR-F requests involving floodplain activities that have occurred already, private individuals and local and state jurisdictions are required to comply with the ESA independently of FEMA's process. These requests do not provide the same opportunity as CLOMR-Fs for FEMA to comment on the project because CLOMAs and LOMAs do not involve a physical modification to the floodplain and because LOMR-Fs are issued only after the physical action has been undertaken in the floodplain.

Additional information about the ESA and these requirements is available on <http://www.fema.gov/library/viewRecord.do?id=4312> or by requesting a copy from the DHS-FEMA Map Information eXchange (FMIX) toll free at 1-877-FEMA MAP (1-877-336-2627). Although FEMA's staff is not available to assist with this process, NMFS and the USFWS both have staff available around the country to answer questions about threatened and endangered species and ESA compliance.

Address for Submitting Requests

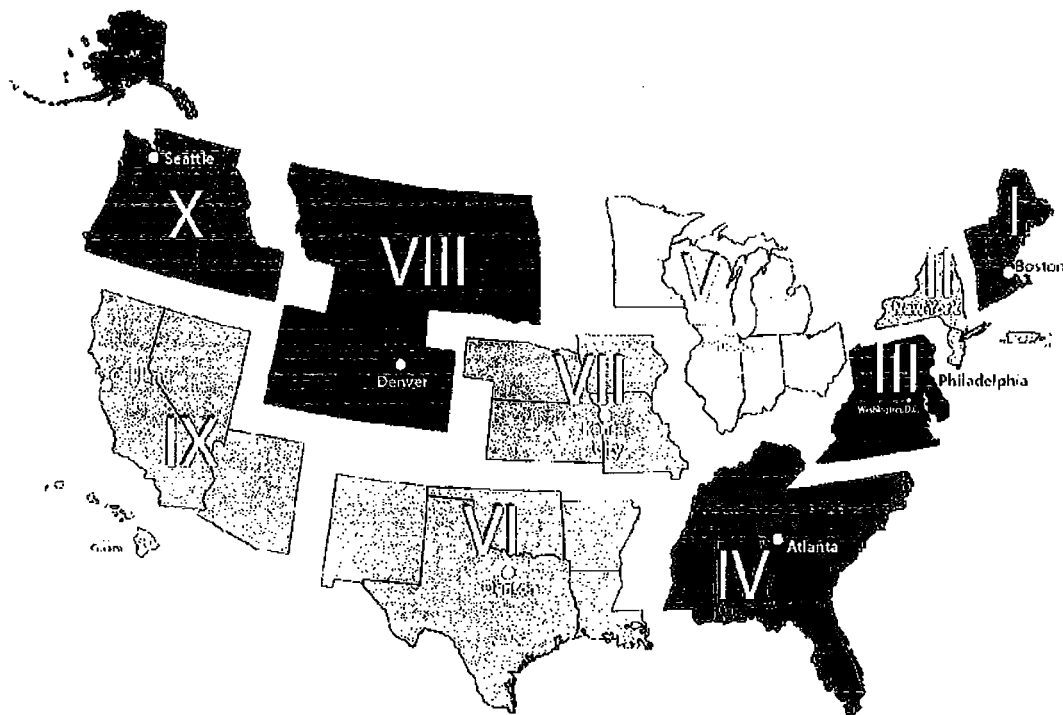
Please submit all application forms and data to support a request for a flood zone determination, including any applicable fees to the address listed below. **Incomplete submissions will result in processing delays.**

DHS-FEMA encourages the submission of all required data in digital format (e.g. scanned documents on a CD). Mail

your request to...

**LOMC CLEARINGHOUSE
847 SOUTH PICKETT STREET
ALEXANDRIA, VA 22304-4605
Attn.: LOMA Manager**

FEMA REGIONS



INSTRUCTIONS FOR COMPLETING THE PROPERTY INFORMATION FORM

(FORM 1) General Instructions

The Property Information Form (Form 1) may be completed by the property owner, or on behalf of the property owner by authorized persons including but not limited to; the property owner's agent, licensed land surveyor, or registered professional engineer to support a request for a Letter of Map Amendment (LOMA), Conditional Letter of Map Amendment (CLOMA), Letter of Map Revision Based on Fill (LOMR-F), or Conditional Letter of Map Revision Based on Fill (CLOMR-F) for existing or proposed, single or multiple lots/structures.

Before completing this form, the requester must obtain the following documents from the County/Parish Clerk, Recorder, or Register of Deeds for the community:

- A copy of the Deed for the property, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) containing the recorder's seal and recordation date, accompanied by a tax assessor's or other suitable map showing the surveyed location of the property. **OR**
- A copy of the Plat Map for the property, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) and containing the recorder's seal and recordation date.

The requester also must obtain a photocopy of the effective FIRM panel (including the Title Block) that shows the area in which the property is located. The FIRM should be available at the community map repository or from the community official or agency responsible for floodplain management. However, digital copies of the FIRM Index and FIRM panels may be ordered from the Map Service Center (MSC), for a nominal fee. To place orders from the MSC, go to their Internet site: <http://www.msc.fema.gov>. A FIRMette, which can be printed free of charge from the MSC website, may be submitted in lieu of a photocopy of the FIRM.

This site allows requesters to search the MSC for maps and other technical data historically available from the MSC online. Requesters can search by the three following criteria: Catalog, Map Search, and Quick Order. Catalog allows requesters to search through the DHS-FEMA's Map Service Center for available data. Map Search allows requesters to search for data available for an individually specified map area. Quick Order allows requesters to search and order available data by specific FIRM panel or Community number. Payment must be in the form of a credit card. Visa, MasterCard, Discover and American Express, are accepted. Requesters without Internet access should contact the DHS-FEMA Map Information eXchange by calling 1-877-336-2627. They may fax their map order requests to the MSC at 1-800-358-9620.

Requesters should note that for multiple property (structure or lot) requests, this form should only be completed once to describe the entire project. One form for each lot is not necessary.

Specific Instructions

Basis of Request

Select the type of MT-1 Letter of Map Change (LOMC) being requested, by checking only one box. Next to each type of LOMC a brief definition has been provided to assist the requester in making an informed selection.

Fill Placement

Fill is defined as material from any source (including the subject property) placed that raises the ground (natural grade) to or above the Base (1%-annual-chance) Flood Elevation (BFE). The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural grade) elevation, which is at or above the BFE. **Fill that is placed before the date of the first National Flood Insurance Program (NFIP) map showing the area in a Special Flood Hazard Area is considered natural grade. The Special Flood Hazard Area (SFHA) is the area that would be inundated by the base flood.** Assistance to ascertain if fill has been placed on your property may be available from the

community official or agency responsible for floodplain management. You may consult with the community map repository to obtain previous editions of the NFIP map, archived topographic data, or permit drawings related to construction on the site. If the structure footprint is located on ground higher than the surrounding area, fill may have been placed. Additional sources for assistance would include the developer or engineer/designer of the subdivision, previous owners of the site, persons who have owned or resided on adjacent parcels, and large scale aerial photographs (check the tax assessor's office). In addition, digital copies of historic NFIP maps may be available on DHS-FEMA's Map Service Center (MSC), for a nominal fee. To place orders from the MSC, interested parties may visit the MSC website at <http://www.msc.fema.gov>. For additional information regarding historic maps, interested parties may contact the DHS-FEMA Map Information eXchange toll free, at 1877-FEMA MAP (1-877-336-2627).

Regardless of the type of LOMC being requested, DHS-FEMA must require the requester to clearly state, to the best of his or her knowledge, whether fill was or was not placed on his or her property. The requester must select either "yes" or "no." If fill was placed on the property, the requester must provide the month and year fill was placed.

In addition, for proposed projects, DHS-FEMA requires the requester to clearly state whether fill will be placed on his or her property. If fill will be placed, the requester must provide the month and year fill will be placed. In addition, the applicant must then provide documentation to show that ESA compliance has been achieved. Additional information about these requirements is available on Page 4 of this instruction packet.

Number 1 - Street Address

Enter the street address (911 type) for the structure or property being reviewed (subject property). For requests involving multiple lots, structures, or units, attach a separate piece of paper including all street addresses when space is insufficient.

Number 2 - Legal Description

Describe the property by referring to the Deed or Plat Map. The description may consist of a lot number and subdivision name, a parcel number, a tract number, or any other information provided in the Deed or Plat to identify the property (e.g. Lot 2, Block 1, Floodville Estates). It is not necessary to reproduce a lengthy description of the property as it appears in the Deed.

Number 3 - Subject of Determination

DHS-FEMA makes determinations on parcels of land or structures. The requester should select structure, portion of a parcel, or a parcel of land. If the request is for a structure on a property, the date of construction must be provided in this section. Date of construction information may usually be obtained from real estate settlement documents, the property developer, or the local government office where real estate and/or land development transactions are recorded. If there is more than one structure on a property, attach a separate piece of paper with the dates of construction. If the request is for a portion of a parcel, a certified metes and bounds description and map of the area to be removed, certified by a licensed land surveyor or registered professional engineer, are **required**. The metes and bounds description must cover the specific area to be removed, and it must be tied to an identifiable starting point. If the description is for a legally recorded lot or parcel, the metes and bounds description should commence or begin at the lot or parcel corner. Metes and bounds descriptions must not intersect or coincide with the footprint of an existing structure. Please see the example below for the preferred format of metes and bounds descriptions.

BEGINNING at the northeast lot corner; thence S16°42'22"E, 100.00 feet; thence S33°14'40"W, 145.92 feet; thence S89°13'29"W, 156.01 feet; thence N16°42'22"W, 223.14 feet; thence 210.49 feet along a curve to the left having a radius of 542.00 feet to the POINT OF BEGINNING

DHS - FEMA encourages the submission of metes and bounds descriptions in digital format on CD. This may help expedite the processing of your request.

Number 4 - Number of Structures or Properties

DHS-FEMA makes determinations on single or multiple, lots (parcels of land) or structures. Select the choice that best describes your request.

Required Data

All requests must include the following data:

- Property description documentation must be enclosed for every request and will consist of either the Plat Map or Deed (containing the recorder's stamp and recordation date) accompanied by a tax assessor's map or other suitable map showing the surveyed location of the property. The recordation data (e.g., Book, Volume, Page, Reel, Document Number, and Date) must be evident on the copies of these documents so that DHS-FEMA may use the legal description of the property. In addition, DHS-FEMA must be able to identify the property exactly. If the property is not recorded on a Plat Map, a copy of a tax assessor's map or other suitable map must be submitted to aid DHS-FEMA in locating the property. The map should include at least one street intersection that is shown on the FIRM panel.
- A photocopy of the effective FIRM panel, annotated to show where the property is located, must be submitted for every request. If your community has a separate Flood Boundary and Floodway Map (FBFM), please include a copy. The panel number and effective date of the FIRM must appear on the copy submitted. The actual map or a photographic copy must be used.
- The Elevation Form (Form 2) must be included for all requests, *except* requests for determinations in which the FIRM already shows the property to be CLEARLY outside the SFHA. For cases in which the determination for the property or structure is uncertain, elevation data must be submitted to provide a definitive determination. This form must be completed by a licensed land surveyor or registered professional engineer. If an NFIP Elevation Certificate has been completed for a structure, it may be submitted in lieu of this form. The Elevation Certificate must be certified by a licensed land surveyor or registered professional engineer.
- The Community Acknowledgment Form (Form 3) must be included for all LOMR-F or CLOMR-F, or for LOMA requests in which the property has been inadvertently included within the NFIP regulatory floodway. For LOMR-F and CLOMR-F requests only Section A needs to be completed. For LOMA requests in which the property has been inadvertently included within the regulatory floodway, only Section B needs to be completed (see INSTRUCTIONS FOR COMPLETING OPTIONAL FORMS of these instructions for additional information on the certification requirements of this form).
- Documented ESA compliance must be submitted for CLOMR-Fs only. Appropriate documentation includes a copy of an Incidental Take Permit, an Incidental Take Statement, a "not likely to adversely affect" determination from NMFS or USFWS, or an official letter from NMFS or USFWS concurring that the project has "No Effect" on proposed or listed species or designated critical habitat. Additional information about these requirements is available on Page 4 of this instruction packet.

Review and Processing Fee

The appropriate review and processing fee must be submitted for requests involving proposed projects and for requests involving the placement of fill (e.g., CLOMA, LOMR-F, or CLOMR-F). The Payment Information Form should be included with the processing fee. No fee is required to obtain a determination based on existing conditions (i.e. LOMA) as long as no fill has been placed. For the current fee schedule visit DHS-FEMA's Flood Map-Related Fees Internet site: http://www.fema.gov/plan/prevent/fhm/frm_fees.shtm.

Signature

The requester must provide his or her name, mailing address, and telephone number. The requester must also sign and date, where indicated, to certify the accuracy of the information provided. A Licensed Land Surveyor, Registered Professional Engineer, or other designated agent may sign this form for the requester if they are submitting on their behalf. Providing an email address is optional, however, providing one will make it easier for DHS-FEMA to contact you if necessary and may facilitate the processing of your request.

INSTRUCTIONS FOR COMPLETING THE ELEVATION FORM (FORM 2)

General Instructions

The Elevation Form (Form 2) must be completed by a licensed land surveyor or registered professional engineer (authorized by law to certify the information requested). If the request is to make a determination on the structure, and an NFIP Elevation Certificate has already been completed for this property, it may be submitted in lieu of this form. If the request is to make a determination on the entire legally recorded property, or a portion thereof, the lowest lot elevation must be provided on Form 2. If the request is to have the SFHA designation determined for the entire legally recorded property, but the only elevation provided is the Lowest Adjacent Grade to Structure, the determination will be issued for the structure.

For a licensed land surveyor or registered professional engineer to complete this form, it will be necessary to obtain the effective Flood Insurance Rate Map (FIRM) panel, effective Flood Boundary and Floodway Map (FBFM) panel (if printed), and Flood Insurance Study (FIS) report that cover the area in which the property is located. These can be obtained from the community map repository or ordered from the Map Service Center (MSC), for a nominal fee. To place orders from the MSC, go to their Internet site: <http://www.msc.fema.gov>.

The DHS-FEMA Map Service Center allows users, including homeowners, surveyors, and engineers, to search the MSC for maps and other technical data. Searches can be conducted under the three following criteria: Catalog, Map Search, and Quick Order. Catalog allows surveyors and engineers to search through the Map Service Center for available data. Map Search allows surveyors and engineers to search for data available for an individually specified map area. Quick Order allows surveyors and engineers to search available data by a specific FIRM panel or Community number. All search criteria will allow surveyors and engineers to search desired data and add that data to a "shopping cart" for later payment options. Payment must be in the form of a credit card. Visa, MasterCard, Discover and American Express are accepted.

Surveyors and engineers that do not have Internet access should contact the DHS-FEMA Map Information eXchange by calling 1-877-FEMA MAP (1-877-336-2627). They may fax their map order requests to the MSC at 1800-358-9620.

Number 1- Community Number

Provide the six digit NFIP community number as it appears in the Title Block of the FIRM panel. In addition, include the name of the property (i.e. legal description) and/or the property's address.

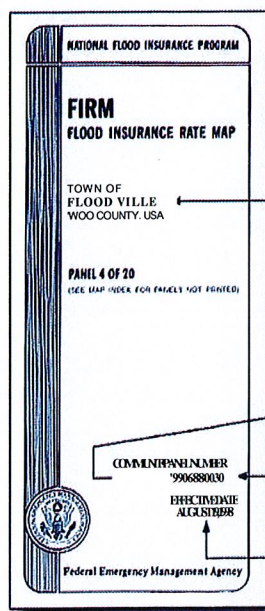


Figure 1. Sample FIRM Panel (Single Community)

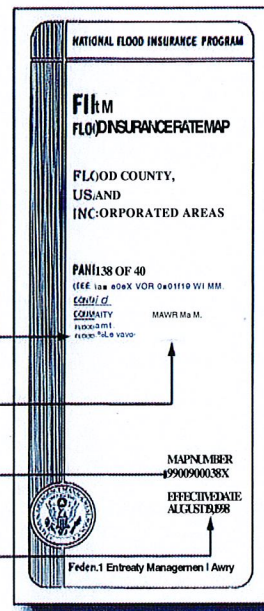


Figure 2. Sample FIRM Panel (Countywide)

For additional information on reading FIRM panels you may consult the tutorial "How to Read a FIRM" on DHSFEMA's Internet site: http://www.fema.gov/media/fhm/firm/ot_firm.htm.

*Please note that, in some communities, the only NFIP maps available may be Flood Hazard Boundary Maps, instead of FIRMs.

Number 2 - Conditionals

Identify whether the elevations being provided are based on existing or proposed conditions.

Number 3 - Type of Construction

If the request involves or will involve a structure, provide the type of construction.

Crawl Space — The bottom floor is below the first floor, is enclosed by solid and partial perimeter walls, and may be above ground level (grade) on one or more sides. Spaces below ground level on all sides must meet the requirements of FEMA Technical Bulletin 11-01. Spaces with a bottom floor elevation more than 2.0 feet below the Lowest Adjacent Exterior Grade (LAG) elevation will be classified as a basement.

Slab on Grade — The bottom floor is at or above ground level (grade) on at least one side.

Basement/Enclosure — The bottom floor (basement or underground garage) is below ground level (grade) on all sides. See Crawl Space above.

Other—All other structure types not listed above including, but not limited to split levels, structures on piers, mobile homes, etc. Please be as detailed as possible.

Number 4 - Elevation Datum

Provide the elevation datum (e.g., NGVD 29, NAVD 88, or other specified) for which the property elevations shown on the form are referenced. If the datum being referenced is different than the datum used to produce the effective FIS, please provide the datum conversion. Please note that mean sea level datum (MSL) is used within the Commonwealth of Puerto Rico and local tidal datum (LTD) is used within the U.S. Virgin Islands.

Number 5 - Geographic Coordinate Data

The surveyor or engineer must provide the latitude and longitude of the property in decimal degrees to the 5th decimal place (00.00000), and indicate the appropriate horizontal datum, WGS84, NAD83, or NAD27.

Number 6 - Subsidence or Uplift

Land subsidence is the lowering of the ground as a result of water, oil, gas extraction, as well as other phenomena such as soil compaction, decomposition of organic material, and tectonic movement. Periodically, the National Geodetic Survey re-levels some benchmarks to determine new elevations above the National Geodetic Vertical Datum of 1929 (NGVD 29) or above the North American Vertical Datum of 1988 (NAVD 88); however, not all benchmarks are re-leveled each time.

Check "yes" if the area of the property is in an area of subsidence or uplift, and provide the date of the current re-leveling; check "no" if the area of the property is not in an area of subsidence or uplift. In areas experiencing ground subsidence (e.g., Harris County, Texas, and Incorporated Areas); the most recently adjusted Elevation Reference Mark (ERM) must be used for accurate ground and structure elevations. Please consult the effective Flood Insurance Study (FIS) for your community or local floodplain administrator for the most current ERM data.

In general, the effects of subsidence can be accounted for by determining grade and structure elevations using benchmark elevations with the same re-level date as the benchmarks used to develop the Base (1%-annualchance) Flood Elevations (BFEs) on the FIRM. Please be aware that benchmark re-level dates can be different for different flooding sources. No adjustment is necessary to the BFEs on the FIRM.

Elevation Table

A row in the elevation table must be completed for each property (parcels of land or structures) involved in this request (subject property).

Address — Provide the street address (911 type) for subject property.

Lot/Block Number — Provide the property's lot and/or block number if available. In the absence of a lot or block number, the registered professional engineer or licensed land surveyor must include an identifier that clearly states for what the elevations are being referenced (e.g. residential structure, commercial building, unit 1, etc.).

Lowest Lot Elevation — For requests involving property, or a portion thereof, provide the lowest lot elevation to the nearest tenth (0.1) of a foot or meter. If the FIRM shows BFEs in meters, the accuracy of the lowest lot elevation must be to the nearest tenth of a meter. If the BFE varies across the property, please provide a certified site plan showing the range of elevations across the property.

Lowest Adjacent Grade (LAG) to the Structure — For requests involving a structure, provide the LAG elevation (the elevation of the lowest ground touching the structure including attached patios, stairs, deck supports or garages), to the nearest tenth (0.1) of a foot or meter. If the FIRM shows BFEs in meters, the accuracy of the LAG elevation must be to the nearest tenth of a meter.

Base Flood Elevation — Provide the BFE affecting the property. FEMA will verify the BFE during the review process. BFEs can be obtained by locating the property on the effective FIRM for the community in which the property is located. Upon locating the property on the FIRM, the engineer or surveyor should determine the type of flooding and in which flood zone the property is located. The summary below will provide direction for how to determine the BFE as a result of the flooding type and flood zone determination.

Base Flood Elevation Source — Provide the source used in determining the BFE (e.g. FIRM, profile, floodway data table, Community Determined, or other source). When submitting a BFE that is either community determined or from an alternate source, please include in the request, sufficient data that supports the BFE.

- **Riverine Flooding Systems (Zones AE or A1-A30)** — Consult the FIS report for the community in which the property is located. Next, locate the flood profile for the flooding source by name. Estimate the property's location along the flood profile and interpolate the BFE using the 100-yr. flood profile line.
- **Lacustrine (Stillwater) Flooding Systems** — Consult the FIS report for the community in which the property is located. Next, locate the Summary of Stillwater Elevations table. Locate the flooding source, by name, and use the BFE listed in the table. The flooding source's BFE is normally shown to the nearest one-tenth of a foot. If the flooding source is not listed in the "Summary of Stillwater Elevations" table, use the BFE as shown on the FIRM.
- **Coastal Flooding Systems (Zones AE or A1-A30 and VE or V1-V30)** — First, obtain the BFE from the FIRM panel. Next, consult the FIS report for the community in which the property is located. Locate the Summary of Stillwater Elevations table in the FIS report. Identify the flooding source, by name, and use the BFE listed in the table. Compare the BFE listed in this table to the BFE obtained from the FIRM. If the stillwater elevation listed in this table is less than or equal to the whole-foot BFE shown on the map minus 0.5 foot, a wave height, wave runup, and/or wave setup component exists. In this case, the whole-foot BFE shown on the map should be used for rating, construction, and floodplain management purposes. If the stillwater elevation listed in the "Summary of Stillwater Elevations" table is greater than the whole-foot BFE shown on the map minus 0.4 foot, the stillwater elevation shown in the table shall be used as the BFE. **(Any property/structure located seaward of the landward toe of the primary frontal dune may not be removed from a Zone VE or V1-V30).**
- **Zone A Flooding** — If the property is located in a Zone A, an area of approximate flooding with no BFEs determined, a BFE will need to be determined by the engineer or surveyor. First, the engineer or surveyor should determine if a Federal, State, or local government agency has developed a BFE. Such agencies include the U.S. Army Corps of Engineers, the U.S. Geological Survey, the State's Department of Natural

Resources, Department of Environmental Quality, or Department of Transportation; or the local Planning and Zoning Department. If one has been developed, all supporting data and calculations used to develop the BFE must be submitted, or a letter directly from the government agency must be submitted. If a BFE has not previously been developed, the engineer or surveyor should consult DHS-FEMA 265, *Managing Floodplain Development in Approximate Zone A Areas: A Guide for Obtaining and Developing Base (100-year) Flood Elevations*, available online at <http://www.fema.gov/library/viewRecord.do?id=2215>. This publication is an excellent resource, which details the appropriate methods for determining BFEs in SFHAs designated flood zone A. To obtain additional information about developing BFEs, contact the DHS-FEMA Map Information eXchange at 1-877-FEMA MAP (1-877-336-2627). If the property is greater than 50 lots or 5 acres, whichever is the lesser, the engineer or surveyor must determine a BFE as a provision of Part 60.3(b)(3), which is available online at http://www.access.gpo.gov/nara/cfr/waisidx_03/44cfr60_03.html.

- **Shallow Flooding (Zone AH)** — If the property is located in flood zone AH, locate the Summary of Stillwater Elevations table in the FIS report. Identify the flooding source, by name, and use the BFE listed in the table. If no Summary of Stillwater Elevations table exists, use the BFE shown on the FIRM. If different elevations appear within the same SFHA, the BFE is obtained by linear interpolation between two adjacent BFE lines.
- **Shallow/Sheet Flooding (Zone AO)** — For a property located in Zone AO, the characteristics of the Zone AO area shown on the NFIP map will determine the appropriate methodology to be used to develop the BFE for the property. If the flooding is conveyed by the street, provide the highest top of curb or crown of street elevation (whichever is higher) along the property line and add this to the depth of flooding. The lowest adjacent grade elevation must be above the curb or street elevation by an amount equal to or greater than the depth of flooding shown on the NFIP map. If the entire property is inundated by the SFHA and the flow is not conveyed by the street, add the depth of flooding to the average surrounding grade. If the property is partially inundated by the SFHA and the street does not convey the flow, add the depth of flooding to the lowest lot elevation. Along with the information required for one of the above-mentioned methods, provide sufficient certified topographic information, including flow paths, to show that the structure is located on high ground relative to the depth indicated on the NFIP map.

If the request involves multiple properties (parcels of land or structures), elevations must be provided for each property. If the number of properties for which DHS-FEMA is to make a determination exceeds the number of rows on the Elevation Table, additional photocopies of the table may be attached to the back of the Elevation Form.

Certification (by a licensed land surveyor, registered professional engineer, or architect)

The certifier must provide his or her name, license number and expiration date, his or her company name, telephone number and, if applicable, his or her fax number and email address. The certifier's seal, if available, may be provided here. The certifier must sign and date the Elevation Form, where indicated, to certify the accuracy of the information provided. Not all states authorize architects and engineers to certify elevation information. Consult the state board of registration for more information.

INSTRUCTIONS FOR COMPLETING OPTIONAL FORMS

General

While Forms 1 and 2 must be completed for all requests, Form 3 must only be completed when applicable. Instructions for completing this form are provided below.

Community Acknowledgment Form (Form 3)

The Community Acknowledgment Form (Form 3) must be completed for all requests involving the placement of fill, existing or proposed, or requests for land or structures that are inadvertently included in the NFIP regulatory floodway. The form must be completed and signed by the community official responsible for floodplain management in the community. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided. Space has been provided within each section for the community official to provide comments on the project (e.g. Section A - The project is reasonably safe from flooding and satisfies Parts 60.3 and 65.5 of the NFIP regulations. Section B - Removal of the project from the regulatory floodway will not result in an increase in Base Flood Elevations.). If additional space is required by the community official to provide the community's comments on a project, additional sheets may be attached to the back of this form.

Section A - Requests Involving the Placement of Fill

Instructions for Communities:

As a participant in the NFIP under 44 CFR 60.3(a)(2), you are required to ensure, prior to issuing a floodplain development permit, that an applicant is in compliance with local and NFIP regulations and has obtained all necessary Federal and State permits related to development. For CLOMR-F requests, applicants must document ESA compliance to FEMA prior to issuance of the CLOMR-F determination. For LOMR-F requests, ESA compliance is required independently of FEMA's process. The community must ensure that appropriate ESA permits are obtained per requirement under Section 60.3(a)(2) of FEMA's regulations. Additional information about these requirements is available on Page 4 of this instruction packet. Another common Federal permit requirement may include wetland permits under Section 404 of the Clean Water Act of 1972. If you need a wetlands permit or are not sure if one is required, contact your local U.S. Army Corps of Engineers District Office. Necessary State permits vary depending on the State.

Instructions for Applicants:

You are responsible for obtaining all necessary Federal, State, and local permits as a condition of obtaining a LOMR-F or CLOMR-F. Your community is required to verify that you have obtained these necessary permits prior to issuing a floodplain development permit or signing the Community Acknowledgment Form (MT-1 Form 3). In addition, for CLOMR-F requests, you must document to FEMA that ESA compliance has been achieved prior to issuance of the CLOMR-F determination. For LOMR-F requests, ESA compliance is required independently of FEMA's process. Your community must ensure that appropriate ESA permits are obtained per requirement under Section 60.3(a)(2) of FEMA's regulations. Additional information about these requirements is available on Page 4 of this instruction packet. Another common Federal permit requirement may include wetland permits under Section 404 of the Clean Water Act of 1972. If you need a wetlands permit or are not sure if one is required, contact your local U.S. Army Corps of Engineers District Office. Necessary State permits vary depending on the State.

To assist communities in determining if a property or structure, existing or proposed, is reasonably safe from flooding, DHS-FEMA has published Technical Bulletin 10-01. This bulletin outlines safe building practices, which when followed, may reduce the risk of flood damage to a property or structure. Community Officials interested in obtaining copies of this bulletin should visit our Internet site at <http://www.fema.gov/pdf/fima/tb1001.pdf>. Community Officials that do not have Internet access should contact the FMIX toll free at 1-877-FEMA MAP (1-877336-2627).

All inquiries regarding these, or other NFIP regulations, should contact the FMIX for assistance.

Section B - Property Located within the Regulatory Floodway

Required for all requests that are inadvertently included in the regulatory floodway. The regulatory floodway is the area of the Special Flood Hazard Area that must remain unobstructed in order to prevent unacceptable increases in Base Flood Elevations. This form must be signed by a community official, responsible for floodplain management, to acknowledge the community's acceptance of a revision to the regulatory floodway within the community.

Flood Map-Related Fees

Main Content

- [Federal Register Notices Available for Download](#)
- [Current Fee Schedule for Map Change Requests](#)
- [Fee Exemptions for Map Change Requests](#)
- [Current Fee Schedule for Requests for Flood Insurance Study Backup Data](#)
- [Fee Exemptions for Requests for Flood Insurance Study Backup Data](#)
- [For More Information](#)

This page outlines the current fee schedule for processing certain types of requests for changes to [National Flood Insurance Program](#) (NFIP) maps. This page also outlines the fee schedule for requests for Flood Insurance Study (FIS) backup (i.e., technical and administrative support) data. The current fee schedule will allow the Federal Emergency Management Agency (FEMA) to further reduce the expenses to the NFIP by more fully recovering the costs associated with processing conditional and final map change requests. The fee schedule for map changes is effective for all requests dated **January 13, 2010**, or later.

Current requirements are summarized below and available for download. The review and processing fees effective for 2010 include those associated with single-lot/single-structure Letter of Map Amendment (LOMA), Conditional Letter of Map Amendment (CLOMA), Conditional Letter of Map Revision Based on Fill (CLOMR-F), Letter of Map Revision Based on Fill (LOMR-F) requests, certain types of Conditional Letter of Map Revision (CLOMR), and Letter of Map Revision (LOMR)/Physical Map Revision (PMR) requests.

The FEMA [Map Service Center](#) (MSC) distributes a variety of NFIP map and insurance products to a broad range of customers, including Federal, State, and local government officials; real estate professionals; insurance providers; appraisers; builders; land developers; design engineers; surveyors; lenders; homeowners; and other private citizens. For information on fees associated with digital copies of NFIP maps and other map and insurance products, interested parties should visit the FEMA MSC Website.

Federal Register Notices Available for Download

On December 14, 2009, FEMA published a Notice in the Federal Register announcing the revised fee schedule.

To view or download the December 14, 2009, [Federal Register notice](#), a [list of the acronyms](#), and any other useful FEMA, NFIP, and [Risk Mapping, Assessment, and Planning](#) (Risk MAP) resources are located in the [FEMA Library](#).

Current Fee Schedule for Map Change Requests

The current fee schedule for conditional and final map change requests is provided below.

REQUESTS FOR SINGLE-LOT, SINGLE-STRUCTURE MAP CHANGE	FEE	COMMENT
Single-Lot or Single-Structure LOMA	Free	N/A
Single-Lot/Single-Structure CLOMA and CLOMR-F	\$500	Flat Fee
Single-Lot/Single-Structure LOMR-F	\$425	Flat Fee
Single-Lot/Single-Structure LOMR-F Based on As-Built Information (CLOMR-F previously issued by FEMA)	\$325	Flat Fee

REQUESTS FOR MULTIPLE-LOT,/MULTIPLE-STRUCTURE MAP CHANGES	FEE	COMMENT
Multiple-Lot/Multiple-Structure LOMA	Free	N/A
Multiple-Lot/Multiple-Structure CLOMA	\$700	Flat Fee
Multiple-Lot/Multiple-Structure CLOMR-F and LOMR-F	\$800	Flat Fee
Multiple-Lot/Multiple-Structure LOMR-F Based on As-Built Information (CLOMR-F previously issued by FEMA)	\$700	Flat Fee

REQUESTS FOR MAP CHANGES REQUIRING SPECIAL TECHNICAL REVIEW	FEE	COMMENT
CLOMR Based on New Hydrology, Bridge, Culvert, Channel, or Combination Thereof	\$4,400	Flat Fee
CLOMR Based on Levee, Berm, or Other Structural Measures	\$6,050	Flat Fee
LOMR/PMR Based on Bridge, Culvert, Channel, or Combination Thereof	\$5,300	Flat Fee
LOMR/PMR Based on Levee, Berm, or Other Structural Measures	\$7,150	Flat Fee
LOMR Based on As-Built Information (CLOMR previously issued by FEMA)	\$5,000	Flat Fee
LOMR/PMR Based Solely on Submission of More Detailed Data	Free	N/A
LOMR/CLOMR Based on Structural Measures on Alluvial Fans	\$5,600	Initial fee plus \$60 per hour. Requester will be invoiced for remaining balance

Payment must be received before services will be rendered. Checks, money orders, and credit cards are accepted. Checks and money orders must be made payable, in U.S. funds, to the National Flood Insurance Program.

Fee Exemptions for Map Change Requests

In accordance with Section 72.5 of the NFIP regulations, review and processing fees are not required for the following types of map change requests:

- Map changes based on mapping or study analysis errors;
- Map changes based on the effects of natural changes within the Special Flood Hazard Area (SFHA);
- Requests for LOMAs:

- Federally sponsored flood-control projects where 50 percent or more of the project's costs are federally funded;
- Map changes based on detailed hydrologic and hydraulic studies conducted by Federal, State, or local agencies to replace approximate studies conducted by FEMA and shown on the effective Flood Insurance Rate Map (FIRM); and
- Map changes based on flood hazard information meant to improve upon that shown on the flood map or within the flood study. *NOTE: Improvements to flood maps or studies that partially or wholly incorporate manmade modifications within the SFHA will not be exempt from fees.*

Current Fee Schedule for Requests for Flood Insurance Study Backup Data

The current fee schedule for requests for Flood Insurance Study (FIS) backup (i.e., technical and administrative support) data is provided below.

REQUESTS FOR FLOOD INSURANCE BACKUP DATA	FEE
1. Portable Document Format (PDF) or Diskettes of hydrologic and hydraulic backup data for current or historical FISs	\$150 initial fee. Final fee due is calculated as a sum of standard per-product charge plus a per-case surcharge of \$93, designed to recover the cost of library maintenance and archiving.
2. PDF or Mylar copies of topographic mapping developed during FIS process	\$150 initial fee. Final fee due is calculated as a sum of standard per-product charge plus a per-case surcharge of \$93, designed to recover the cost of library maintenance and archiving.
3. PDF of survey notes developed during FIS process	\$150 initial fee. Final fee due is calculated as a sum of standard per-product charge plus a per-case surcharge of \$93, designed to recover the cost of library maintenance and archiving.
4. PDF of individual Letters of Map Change (LOMCs)	\$40 for first letter; \$10 for each additional letter in the same request.
5. PDF of preliminary map panels	\$35 for first panel; \$2 for each additional panel in the same request.
6. Computer tapes or CD-ROMs of Digital Line Graph files, DFIRM files, or Digital LOMR attachment files	\$150 per county or Digital LOMR attachment shape file.
7. Computer diskettes and user manuals for FEMA computer programs	\$25 per copy

As shown in the table above, for Categories 1, 2, and 3, an initial fee of \$150 is required to initiate the request, and full payment of the total fee is required before the requested data will be provided. For Categories 4 through 7, requesters will be notified by telephone about the availability of, and the fees associated with, the requested data. As with Categories 1, 2, and 3, no data will be provided until the appropriate fee payment has been received.

Checks, money orders, and credit cards are accepted. Checks and money orders must be made payable, in U.S. funds, to the National Flood Insurance Program.

Fee Exemptions for Requests for Flood Insurance Study Backup Data

The following are exempt from paying fees for FIS backup data:

- Private architectural-engineering firms under contract to FEMA to perform or evaluate studies and restudies;
- Federal agencies involved in performing studies and restudies for FEMA (i.e., U.S. Army Corps of Engineers, U.S. Geological Survey, Natural Resources Conservation Service, Tennessee Valley Authority);
- Communities that have supplied the Digital Line Graph base or other digital community GIS data to FEMA and request the Digital Line Graph data or DFIRM files (Category 6);
- Communities that request data during the statutory 90-day appeal period for an initial or revised FIS for that community;
- Mapped participating communities that request data at any time other than during the statutory 90-day appeal period, provided the data are for use by the community and not a third-party user; and
- State NFIP Coordinators, provided that the data that they request are for use by the State NFIP Coordinators and not for use by a third-party user.

For More Information

For more information or additional assistance:

- Please [e-mail](#) a Map Specialist.
- Please call a Map Specialist in the [FEMA Map Information eXchange](#); toll free, at 1-877-FEMA MAP (1-877-336-2627).
- Please [register](#) to receive updates on FEMA Flood Hazard Mapping activities via e-mail.

Attachments

FORMS:

1. Property Information Form
2. Elevation Form
3. Payment Information Form
4. Elevation Certificate
5. Community Acknowledgement Form

DEPARTMENT OF HOMELAND SECURITY - FEDERAL EMERGENCY MANAGEMENT AGENCY
PROPERTY INFORMATION FORM

O.M.B. NO. 1660-0015
 Expires February 28, 2014

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.63 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. This collection is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0015). **NOTE: Do not send your completed form to this address.**

This form may be completed by the property owner, property owner's agent, licensed land surveyor, or registered professional engineer to support a request for a Letter of Map Amendment (LOMA), Conditional Letter of Map Amendment (CLOMA), Letter of Map Revision Based on Fill (LOMR-F), or Conditional Letter of Map Revision Based on Fill (CLOMR-F) for existing or proposed, single or multiple lots/structures. In order to process your request, all information on this form must be completed **in its entirety**, unless stated as optional. **Incomplete submissions will result in processing delays.** Please check the item below that describes your request:

<input type="checkbox"/> LOMA	A letter from DHS-FEMA stating that an existing structure or parcel of land that has not been elevated by fill (natural grade) would not be inundated by the base flood.
<input type="checkbox"/> CLOMA	A letter from DHS-FEMA stating that a proposed structure that is not to be elevated by fill (natural grade) would not be inundated by the base flood if built as proposed.
<input type="checkbox"/> LOMR-F	A letter from DHS-FEMA stating that an existing structure or parcel of land that has been elevated by fill would not be inundated by the base flood.
<input type="checkbox"/> CLOMR-F	A letter from DHS-FEMA stating that a parcel of land or proposed structure that will be elevated by fill would not be inundated by the base flood if fill is placed on the parcel as proposed or the structure is built as proposed.

Fill is defined as material from any source (including the subject property) placed that raises the ground to or above the Base Flood Elevation (BFE). The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural grade) elevation, which is at or above the BFE. **Fill that is placed before the date of the first National Flood Insurance Program (NFIP) map showing the area in a Special Flood Hazard Area (SFHA) is considered natural grade.**

Has fill been placed on your property to raise ground that was previously below the BFE? Yes No If yes, when was fill placed? /
 month/year

Will fill be placed on your property to raise ground that is below the BFE? Yes* No If yes, when will fill be placed? /
 month/year

* If yes, Endangered Species Act (ESA) compliance must be documented to FEMA prior to issuance of the CLOMR-F determination (please refer page 4 to the MT-1 instructions).

1. Street Address of the Property (if request is for multiple structures or units, please attach additional sheet referencing each address and enter street names below):

2. Legal description of Property (Lot, Block, Subdivision or abbreviated description from the Deed):

3. Are you requesting that a flood zone determination be completed for (check one):

- Structures on the property? What are the dates of construction? _____ (MM/YYYY)
- A portion of land within the bounds of the property? (A certified metes and bounds description and map of the area to be removed, certified by a licensed land surveyor or registered professional engineer, are **required**. For the preferred format of metes and bounds descriptions, please refer to the MT-1 Form 1 Instructions.)
- The entire legally recorded property?

4. Is this request for a (check one):

- Single structure
- Single lot
- Multiple structures (How many structures are involved in your request? List the number: _____)
- Multiple lots (How many lots are involved in your request? List the number: _____)

In addition to this form (MT-1 Form 1), please complete the checklist below. **ALL** requests must include one copy of the following:

- Copy of the effective FIRM panel on which the structure and/or property location has been accurately plotted (property inadvertently located in the NFIP regulatory floodway will require Section B of MT-1 Form 3)
- Copy of the Subdivision Plat Map for the property **(with recordation data and stamp of the Recorder's Office)**
- OR**
- Copy of the Property Deed **(with recordation data and stamp of the Recorder's Office)**, **accompanied by** a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses. The map should include at least one street intersection that is shown on the FIRM panel.
- Form 2 – Elevation Form. If the request is to remove the structure, and an Elevation Certificate has already been completed for this property, it may be submitted in lieu of Form 2. If the request is to remove the entire legally recorded property, or a portion thereof, the lowest lot elevation must be provided on Form 2.
- Please include a map scale and North arrow on all maps submitted.

For LOMR-Fs and CLOMR-Fs, the following must be submitted in addition to the items listed above:

- Form 3 – Community Acknowledgment Form

For CLOMR-Fs, the following must be submitted in addition to the items listed above:

- Documented ESA compliance, which may include a copy of an Incidental Take Permit, an Incidental Take Statement, a "not likely to adversely affect" determination from the National Marine Fisheries Service (NMFS) or the U.S. Fish and Wildlife Service (USFWS), or an official letter from NMFS or USFWS concurring that the project has "No Effect" on proposed or listed species or designated critical habitat. Please refer to the MT-1 instructions for additional information.

Please do not submit original documents. Please retain a copy of all submitted documents for your records.

DHS-FEMA encourages the submission of all required data in a digital format (e.g. scanned documents and images on Compact Disc [CD]). Digital submissions help to further DHS-FEMA's Digital Vision and also may facilitate the processing of your request.

Incomplete submissions will result in processing delays. For additional information regarding this form, including where to obtain the supporting documents listed above, please refer to the MT-1 Form Instructions located at http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm.

Processing Fee (see instructions for appropriate mailing address; or visit http://www.fema.gov/fhm/frm_fees.shtm for the most current fee schedule) _____

Revised fee schedules are published periodically, but no more than once annually, as noted in the **Federal Register**. Please note: single/multiple lot(s)/structure(s) LOMAs are fee exempt. The current review and processing fees are listed below:

Check the fee that applies to your request:

- \$325 (single lot/structure LOMR-F following a CLOMR-F)
- \$425 (single lot/structure LOMR-F)
- \$500 (single lot/structure CLOMA or CLOMR-F)
- \$700 (multiple lot/structure LOMR-F following a CLOMR-F, or multiple lot/structure CLOMA)
- \$800 (multiple lot/structure LOMR-F or CLOMR-F)

Please submit the Payment Information Form for remittance of applicable fees. Please make your check or money order payable to:

National Flood Insurance Program.

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Applicant's Name (required):

Company (if applicable):

Mailing Address (required):

Daytime Telephone No. (required):

E-Mail Address (optional): By checking here you may receive correspondence electronically at the email address provided):

Fax No. (optional):

Date (required)

Signature of Applicant (required)

**DEPARTMENT OF HOMELAND SECURITY - FEDERAL EMERGENCY MANAGEMENT AGENCY
ELEVATION FORM**

*O.M.B. NO. 1660-0015
Expires February 28, 2014*

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. This collection is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0015). **NOTE: Do not send your completed form to this address.**

This form must be completed for requests and must be completed and signed by a registered professional engineer or licensed land surveyor. **A DHS - FEMA National Flood Insurance Program (NFIP) Elevation Certificate may be submitted in lieu of this form for single structure requests.**

For requests to remove a structure on natural grade OR on engineered fill from the Special Flood Hazard Area (SFHA), submit the lowest adjacent grade (the lowest ground touching the structure), **including an attached deck or garage**. For requests to remove an entire parcel of land from the SFHA, provide the lowest lot elevation; or, if the request involves an area described by metes and bounds, provide the lowest elevation within the metes and bounds description. All measurements are to be rounded to nearest tenth of a foot. In order to process your request, all information on this form must be completed **in its entirety**. **Incomplete submissions will result in processing delays.**

1. NFIP Community Number: _____ Property Name or Address: _____
2. Are the elevations listed below based on **existing** or **proposed** conditions? (Check one)
3. For the existing or proposed structures listed below, what are the types of construction? (check all that apply)
 crawl space slab on grade basement/enclosure other (explain)
4. Has DHS - FEMA identified this area as subject to land subsidence or uplift? (see instructions) Yes No
 If yes, what is the date of the current re-leveling? _____ / _____ (month/year)
5. What is the elevation datum? NGVD 29 NAVD 88 Other (explain)
 If any of the elevations listed below were computed using a datum different than the datum used for the effective Flood Insurance Rate Map (FIRM) (e.g., NGVD 29 or NAVD 88), what was the conversion factor?
 Local Elevation +/- ft. = FIRM Datum
6. Please provide the Latitude and Longitude of the most upstream edge of the **structure** (in decimal degrees to the nearest fifth decimal place):
 Indicate Datum: WGS84 NAD83 NAD27 Lat. . Long. .
 Please provide the Latitude and Longitude of the most upstream edge of the **property** (in decimal degrees to the nearest fifth decimal place):
 Indicate Datum: WGS84 NAD83 NAD27 Lat. . Long. .

Address	Lot Number	Block Number	Lowest Lot Elevation*	Lowest Adjacent Grade To Structure	Base Flood Elevation	BFE Source

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Certifier's Name:	License No.:	Expiration Date:
Company Name:	Telephone No.:	<div style="border: 2px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Seal (optional)</p> </div>
Email:	Fax No.:	
Signature:	Date:	

* For requests involving a portion of property, include the lowest ground elevation within the metes and bounds description.
 Please note: If the Lowest Adjacent Grade to Structure is the only elevation provided, a determination will be issued for the structure only.

FEDERAL EMERGENCY MANAGEMENT AGENCY
PAYMENT INFORMATION FORM

Community Name: _____

Project Identifier: _____

THIS FORM MUST BE MAILED, ALONG WITH THE APPROPRIATE FEE, TO THE ADDRESS BELOW OR FAXED TO THE FAX NUMBER BELOW.

Please make check or money order payable to the National Flood Insurance Program.

Type of Request:

- MT-1 application }
 MT-2 application }

LOMC Clearinghouse
847 South Pickett Street
Alexandria, VA 22304-4605
Attn.: LOMC Manager

- EDR application }

FEMA Project Library
847 South Pickett Street
Alexandria, VA 22304-4605
FAX (703) 212-4090

Request No. (if known): _____ Check No.: _____ Amount: _____

INITIAL FEE* FINAL FEE FEE BALANCE** MASTER CARD VISA CHECK MONEY ORDER

*Note: Check only for EDR and/or Alluvial Fan requests (as appropriate).

**Note: Check only if submitting a corrected fee for an ongoing request.

COMPLETE THIS SECTION ONLY IF PAYING BY CREDIT CARD

CARD NUMBER

EXP. DATE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Month		Year	

Date

Signature

NAME (AS IT APPEARS ON CARD): _____
(please print or type)

ADDRESS: _____
(for your credit card receipt-please print or type)

DAYTIME PHONE: _____

ELEVATION CERTIFICATE

Important: Read the instructions on pages 1-9.

OMB No. 1660-0008
 Expiration Date: July 31, 2015

SECTION A - PROPERTY INFORMATION

FOR INSURANCE COMPANY USE

A1. Building Owner's Name	Policy Number:
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.	Company NAIC Number:
City _____ State _____ ZIP Code _____	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) _____	
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) _____	
A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983	
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.	
A7. Building Diagram Number _____	
A8. For a building with a crawlspace or enclosure(s):	A9. For a building with an attached garage:
a) Square footage of crawlspace or enclosure(s) _____ sq ft	a) Square footage of attached garage _____ sq ft
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____	b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____
c) Total net area of flood openings in A8.b _____ sq in	c) Total net area of flood openings in A9.b _____ sq in
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No	d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number		B2. County Name		B3. State	
B4. Map/Panel Number	B5. Suffix	B6. FIRM Index Date	B7. FIRM Panel Effective/Revised Date	B8. Flood Zone(s)	B9. Base Flood Elevation(s) (Zone AO, use base flood depth)
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9. <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.
 Benchmark Utilized: _____ Vertical Datum: _____
 Indicate elevation datum used for the elevations in items a) through h) below. NGVD 1929 NAVD 1988 Other/Source: _____
 Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used.

a) Top of bottom floor (including basement, crawlspace, or enclosure floor)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters
b) Top of the next higher floor	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters
d) Attached garage (top of slab)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters
f) Lowest adjacent (finished) grade next to building (LAG)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters
g) Highest adjacent (finished) grade next to building (HAG)	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support	_____	<input type="checkbox"/> feet	<input type="checkbox"/> meters

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. *I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.*

Check here if comments are provided on back of form. Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No

Check here if attachments.

Certifier's Name	License Number
Title	Company Name
Address	City State ZIP Code
Signature	Date Telephone

ELEVATION CERTIFICATE, page 2

IMPORTANT: In these spaces, copy the corresponding information from Section A.	FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.	Policy Number:
City State ZIP Code	Company NAIC Number:

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments

Signature _____ Date _____

SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
 - a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the HAG.
 - b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the LAG.
- E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 8–9 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ feet meters above or below the HAG.
- E3. Attached garage (top of slab) is _____ feet meters above or below the HAG.
- E4. Top of platform of machinery and/or equipment servicing the building is _____ feet meters above or below the HAG.
- E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner's or Owner's Authorized Representative's Name _____

Address _____ City _____ State _____ ZIP Code _____

Signature _____ Date _____ Telephone _____

Comments _____

Check here if attachments.

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

- G1. The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2. A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3. The following information (Items G4–G10) is provided for community floodplain management purposes.

G4. Permit Number _____	G5. Date Permit Issued _____	G6. Date Certificate Of Compliance/Occupancy Issued _____
-------------------------	------------------------------	---

- G7. This permit has been issued for: New Construction Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building: _____ feet meters Datum _____
- G9. BFE or (in Zone AO) depth of flooding at the building site: _____ feet meters Datum _____
- G10. Community's design flood elevation: _____ feet meters Datum _____

Local Official's Name _____ Title _____

Community Name _____ Telephone _____

Signature _____ Date _____

Comments _____

Check here if attachments.

Building Photographs

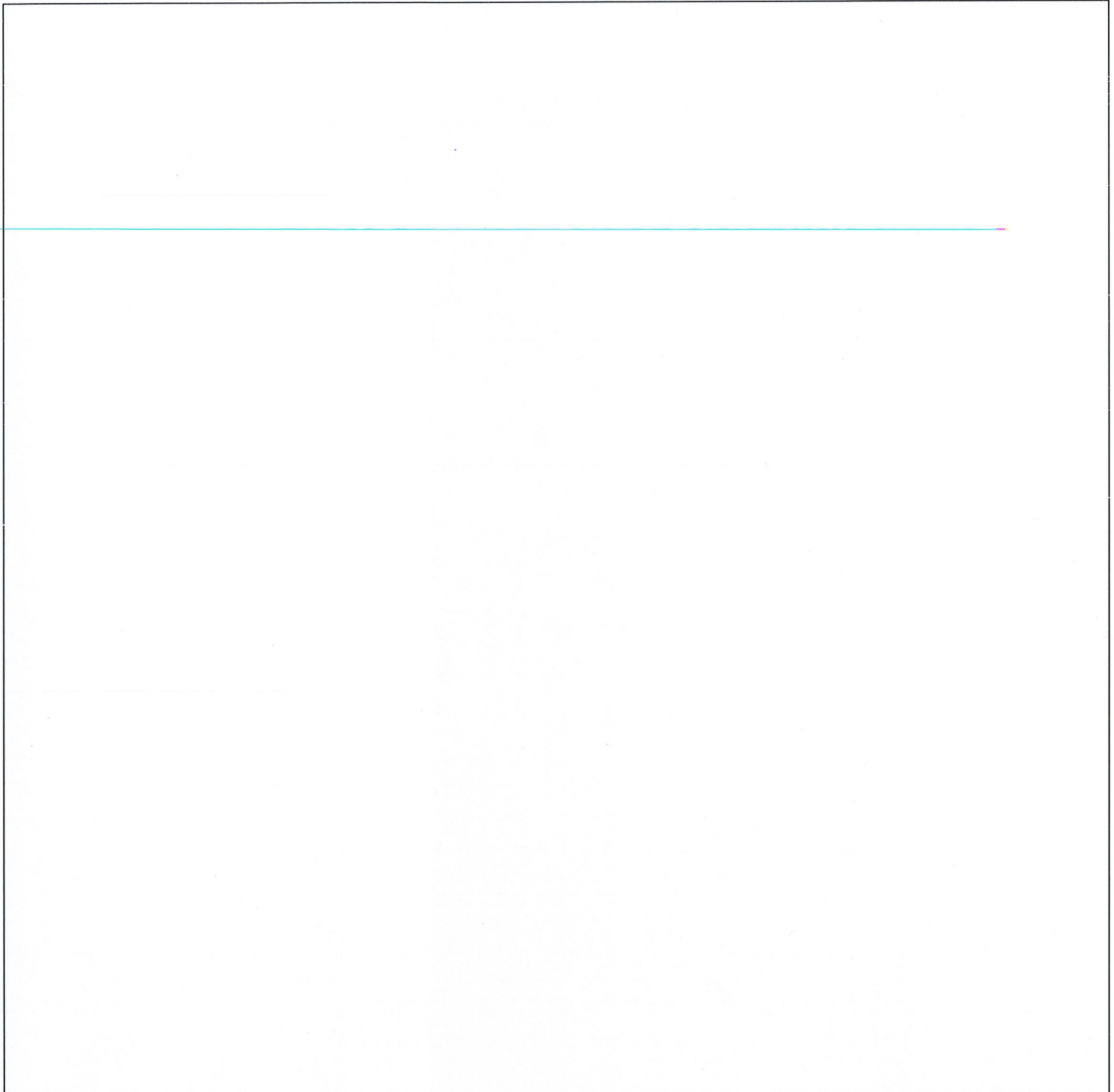
See Instructions for Item A6.

IMPORTANT: In these spaces, copy the corresponding information from Section A.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		
City	State	ZIP Code

FOR INSURANCE COMPANY USE
Policy Number:
Company NAIC Number:

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.



Building Photographs

Continuation Page

IMPORTANT: In these spaces, copy the corresponding information from Section A.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.			FOR INSURANCE COMPANY USE
			Policy Number:
City	State	ZIP Code	Company NAIC Number:

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

**DEPARTMENT OF HOMELAND SECURITY - FEDERAL EMERGENCY MANAGEMENT AGENCY
COMMUNITY ACKNOWLEDGMENT FORM**

*O.M.B. NO. 1660-0015
Expires February 28, 2014*

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.38 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. This collection is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0015). NOTE: Do not send your completed form to this address.

This form must be completed for requests involving the existing or proposed placement of fill (complete Section A) **OR** to provide acknowledgment of this request to remove a property from the SFHA which was previously located within the regulatory floodway (complete Section B).

This form must be completed and signed by the official responsible for floodplain management in the community. **The six digit NFIP community number and the subject property address must appear in the spaces provided below. Incomplete submissions will result in processing delays.** Please refer to the MT-1 instructions for additional information about this form.

Community Number: _____ Property Name or Address: _____

A. REQUESTS INVOLVING THE PLACEMENT OF FILL

As the community official responsible for floodplain management, I hereby acknowledge that we have received and reviewed this Letter of Map Revision Based on Fill (LOMR-F) or Conditional LOMR-F request. Based upon the community's review, we find the completed or proposed project meets or is designed to meet all of the community floodplain management requirements, including the requirement that no fill be placed in the regulatory floodway, and that all necessary Federal, State, and local permits have been, or in the case of a Conditional LOMR-F, will be obtained. For Conditional LOMR-F requests, the applicant has or will document Endangered Species Act (ESA) compliance to FEMA prior to issuance of the Conditional LOMR-F determination. For LOMR-F requests, I acknowledge that compliance with Sections 9 and 10 of the ESA has been achieved independently of FEMA's process. Section 9 of the ESA prohibits anyone from "taking" or harming an endangered species. If an action might harm an endangered species, a permit is required from U.S. Fish and Wildlife Service or National Marine Fisheries Service under Section 10 of the ESA. For actions authorized, funded, or being carried out by Federal or State agencies, documentation from the agency showing its compliance with Section 7(a)(2) of the ESA will be submitted. In addition, we have determined that the land and any existing or proposed structures to be removed from the SFHA are or will be reasonably safe from flooding as defined in 44CFR 65.2(c), and that we have available upon request by DHS-FEMA, all analyses and documentation used to make this determination. For LOMR-F requests, we understand that this request is being forwarded to DHS-FEMA for a possible map revision.

Community Comments:

Community Official's Name and Title: <i>(Please Print or Type)</i>	Telephone No.:
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Community Name:	Community Official's Signature: (required)	Date:
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B. PROPERTY LOCATED WITHIN THE REGULATORY FLOODWAY

As the community official responsible for floodplain management, I hereby acknowledge that we have received and reviewed this request for a LOMA. We understand that this request is being forwarded to DHS-FEMA to determine if this property has been inadvertently included in the regulatory floodway. We acknowledge that no fill on this property has been or will be placed within the designated regulatory floodway. We find that the completed or proposed project meets or is designed to meet all of the community floodplain management requirements.

Community Comments:

Community Official's Name and Title: <i>(Please Print or Type)</i>	Telephone No.:
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Community Name:	Community Official's Signature (required):	Date:
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