

# 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.

<b>LOMA</b>	A letter from DHS-FEMA stating that an <b>existing</b> structure or parcel of land that has not been elevated by fill ( <b>natural grade</b> ) would not be inundated by the base flood.
<b>CLOMA</b>	A letter from DHS-FEMA stating that a <b>proposed</b> structure that is not to be elevated by fill ( <b>natural grade</b> ) would not be inundated by the base flood if built as proposed.
<b>LOMR-F</b>	A letter from DHS-FEMA stating that an <b>existing</b> structure or parcel of land that has been <b>elevated by fill</b> would not be inundated by the base flood.
<b>CLOMR-F</b>	A letter from DHS-FEMA stating that a parcel of land or <b>proposed</b> structure that will be <b>elevated by fill</b> 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/media-library/assets/documents/8001>. 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.fema.gov/pdf/floodplain/nfip\\_sg\\_appendix\\_e.pdf](http://www.fema.gov/pdf/floodplain/nfip_sg_appendix_e.pdf), 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/media-library/assets/documents/1343>.

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/letter-map-amendment-letter-map-revision-f-tutorial-series-choose-tutorial>.

## 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.fema.gov/pdf/floodplain/nfip\\_sg\\_appendix\\_e.pdf](http://www.fema.gov/pdf/floodplain/nfip_sg_appendix_e.pdf). 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.fema.gov/media-library-data/20130726-1731-25045-7587/f775\\_reg\\_0609.pdf](http://www.fema.gov/media-library-data/20130726-1731-25045-7587/f775_reg_0609.pdf), 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 <https://www.fema.gov/media-library/assets/documents/12530>.

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.fema.gov/media-library-data/20130726-1731-25045-7587/f775\\_reg\\_0609.pdf](http://www.fema.gov/media-library-data/20130726-1731-25045-7587/f775_reg_0609.pdf), 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 (<https://www.fema.gov/executive-order-11988-floodplain-management>).

## 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 <https://www.fema.gov/compliance-endangered-species-act-letters-map-change> 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

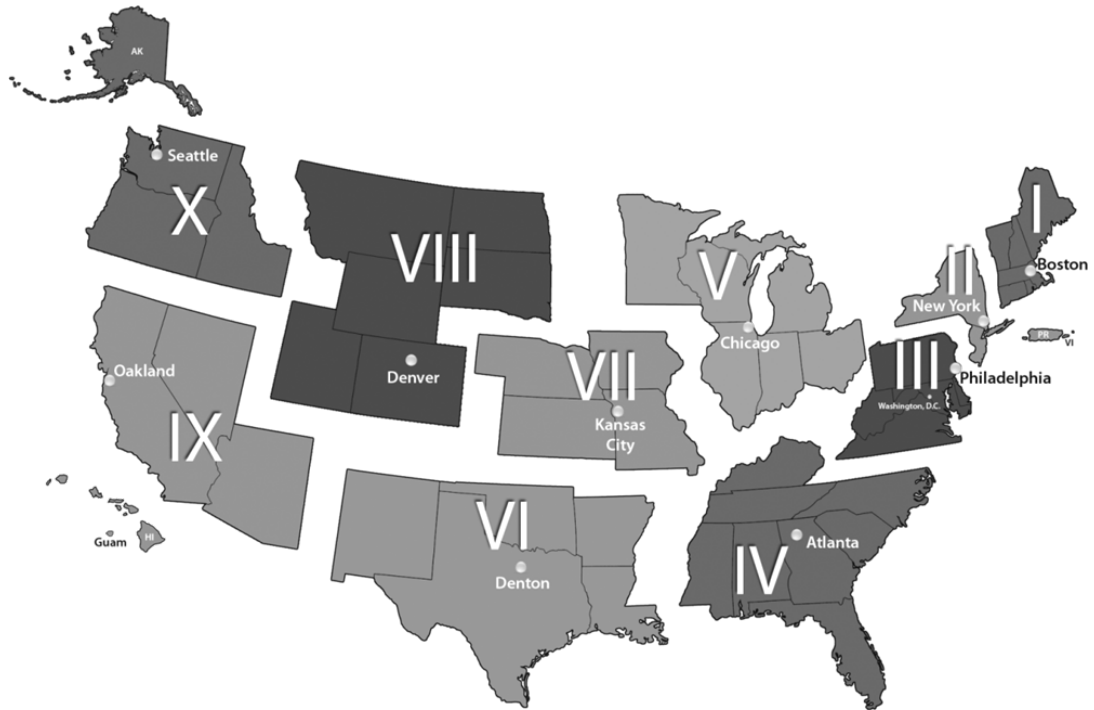
Please submit all application forms and data to support a request for a flood zone determination, including any applicable fees to the address listed below. **Incomplete submissions will result in processing delays.**

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 1-877-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 visits DHS-FEMA's Flood Map-Related Fees Internet site: <https://www.fema.gov/flood-map-related-fees> .

### 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.

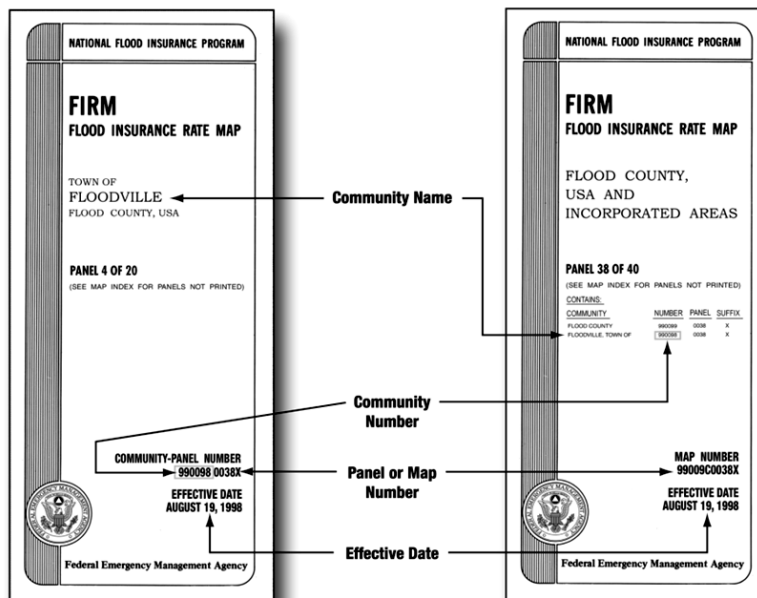
For a licensed land surveyor or registered professional engineer to complete this form, it will be necessary to obtain the effective Flood Insurance Rate Map (FIRM) panel, effective Flood Boundary and Floodway Map (FBFM) panel (if printed), and Flood Insurance Study (FIS) report that cover the area in 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 1-800-358-9620.

### 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.



For additional information on reading FIRM panels you may consult the tutorial “How to Read a FIRM” on DHS-FEMA’s Internet site: <http://www.fema.gov/media-library/assets/documents/7984> .

\*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%-annual-chance) 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)** – Obtain and use the whole foot BFE from the effective FIRM Panel. **(Any structure/parcel of land 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 <https://www.fema.gov/media-library/assets/documents/1911> . 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.fema.gov/pdf/floodplain/nfip\\_sg\\_appendix\\_e.pdf](http://www.fema.gov/pdf/floodplain/nfip_sg_appendix_e.pdf).

- **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/media-library/assets/documents/3522> . Community Officials that do not have Internet access should contact the FMIX toll free at 1-877-FEMA MAP (1-877-336-2627).

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.