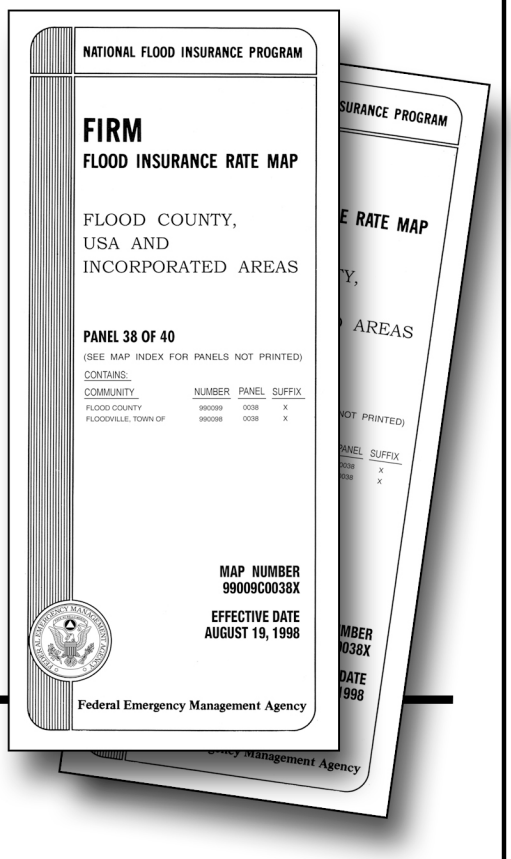
# MT-1

## MITIGATION DIVISION
## HAZARD IDENTIFICATION BRANCH

REVISIONS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS

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




MT-1
FEMA FORM 81-87 SERIES
SEPT 04

FEMA

## 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 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 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 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 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 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 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 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. This form is available in both an English and Spanish version. Forms for this purpose may be downloaded from our website at http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm.

The forms in this package and the form entitled "Application Form for Single Lot or Structure, Amendments and Revisions 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, or bridge/culvert replacement projects; or
- Requests involving changes in coastal high hazard areas (V zones).

For such requests, the community must submit the request to 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 FEMA's Internet site at: http://www.fema.gov/plan/prevent/fhm/ot_main.shtm.

**Data Submission Requirements**

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

**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 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 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 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 FEMA Map Assistance Center toll free at 1-877-FEMA MAP (1-877-336-2627) or consult the 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, enclosed in this packet. The payment should be mailed to one of the following addresses:

Using U.S. Postal Service:
Federal Emergency Management Agency
Revisions Fee-Collection System Administrator
P.O. Box 22787
Alexandria, VA 22304

Using Overnight Service:
Revisions Fee-Collection System Administrator
c/o Michael Baker Jr., Inc.
3601 Eisenhower Ave.
Alexandria, VA 22304-6425

**Basis of Determination**

If no fill has been placed, 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, 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 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 FEMA's determination:

- In areas of sheetflow flooding (AO Zones), the elevation of the lowest adjacent grade (including deck posts) and the elevation of the lowest floor (including basement/crawl space) of the structure(s) must be elevated above the elevation of the highest surrounding ground by at least the amount of the depth specified on the FIRM. In addition, adequate drainage paths must be maintained to guide floodwaters around and away from the structure(s).

- 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, 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 FEMA's Status of Map Change Requests database at http://www.fema.gov/plan/prevent/fhm/st_main.shtm.

**Effect on Insurance Purchase Requirements**

Although 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. If, however, 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 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 merely provides comment on the proposed plan and does not revise or amend the NFIP map. 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/prevent/floodplain/EO11988.shtm).

**Addresses for Submitting Requests**

Please submit all application forms and data to support a request to remove a property from the floodplain to the appropriate address listed below. **Note, fees are submitted to a separate address** (see "Fee Requirements").

**Mail your request to…**

FEMA
LOMA Depot
3601 Eisenhower Avenue
Alexandria, VA 22304-6425
Attn.: LOMA Manager

## 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 one of the following documents from the County/Parish Clerk, Recorder, or Register of Deeds for the community:

- 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.

- 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.

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, 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://store.msc.fema.gov/.

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 FEMA Flood Map Store 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. Only Visa and MasterCard are accepted.

Requesters without Internet access should contact the MSC by calling 1-800-358-9616. They may fax their 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 placed to raise 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.**

Regardless of the type of LOMC being requested, 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, 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.

**Number 1 - Street Address**

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

**Number 2 - Legal Description**

If a street address cannot be provided, 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**

FEMA makes determinations on parcels of land or structures. The requester should select parcel of land, portion of a parcel, or a structure. 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.

**Number 4 - Number of Structures or Properties**

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 FEMA may use the legal description of the property. In addition, 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 FEMA in locating the property.

- 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. A reproduction from a photocopy is unacceptable due to possible distortion.

- The Elevation Form (Form 2) must be included for all requests, <u>except</u> requests for determinations in which the FIRM already shows 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 addition to 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).

**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 FEMA's Flood Map-Related Fees Internet site: http://www.fema.gov/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 or Registered Professional Engineer may sign this form for the requester if they are submitting on their behalf.

## 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. If an NFIP Elevation Certificate has already been completed for this property, it may be submitted in addition to this form.

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://store.msc.fema.gov/.

The FEMA Flood Map Store allows users, including homeowners, surveyors, and engineers, to search the MSC for maps and other technical data historically available from the MSC, online. Searches can be conducted under the three following criteria: Catalog, Map Search, and Quick Order. Catalog allows surveyors and engineers to search through the Flood Map Store 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. Only Visa and MasterCard are accepted.

Surveyors and engineers that do not have Internet access should contact the MSC by calling 1-800-358-9616. They may fax their requests to the MSC at 1-800-358-9620.

**<u>Number 1 - Community Number</u>**

Provide the 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.

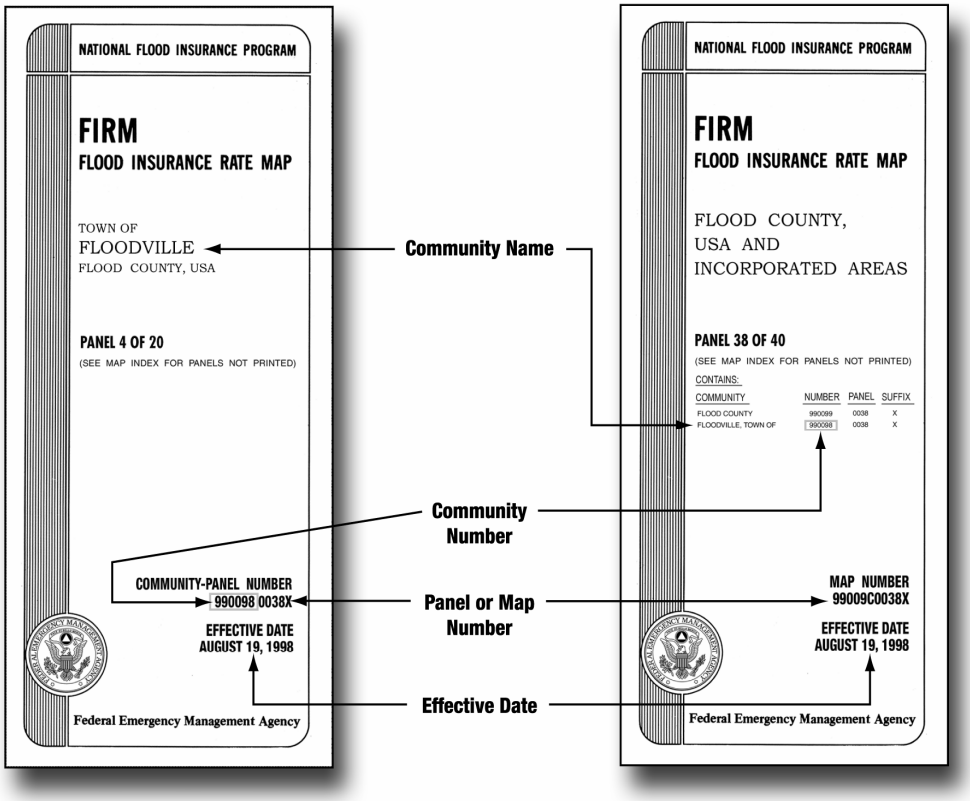



**Figure 1.** Sample FIRM Panel (Single Community)

**Figure 2.** Sample FIRM Panel (Countywide)

For additional information on reading FIRM panels you may consult the tutorial "How to Read a FIRM" on FEMA's Internet site: http://www.fema.gov/plan/prevent/fhm/ot_firmr.shtm.

*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 - Elevation Datum**

Provide the elevation datum (e.g., NGVD 29, NAVD 88, or other specified) for which the property elevations are referenced. If the datum being referenced is different than the datum used to produce the effective FIRM, please provide the datum conversion.

**Number 4 - 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 or partial perimeter walls, and is above ground level (grade) on at least one side.
>
> 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. Structures constructed above crawl spaces that are below grade on all sides are classified as an enclosure.
>
> 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 5 - Subsidence**

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 relevels some benchmarks to determine new elevations above the National Geodetic Vertical Datum of 1929 (NGVD 29); however, not all benchmarks are releveled 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 releveling; 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 relevel date as the benchmarks used to develop the Base (1%-annual-chance) Flood Elevations (BFEs) on the FIRM. Please be aware that benchmark relevel 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).

> 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, not a structure, provide the lowest lot elevation to the nearest tenth (0.1) of a foot or meter. If FIRM shows BFEs in meters, the accuracy of the lowest lot elevation must be to the nearest tenth of a meter.

Lowest Adjacent Grade (LAG) to the Structure – For requests involving a structure, provide the LAG elevation, to the nearest tenth (0.1) of a foot or meter. If 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. 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.

**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 extrapolate 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 (Zone AE or A1-A30)** – 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.

**Coastal Flooding Systems (Zone 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. Note that 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 a BFE has not previously been developed, the engineer or surveyor should consult FEMA's Managing Floodplain Development in Approximate Zone A Areas: A Guide for Obtaining and Developing Base (100-year) Flood Elevations (http://www.fema.gov/plan/prevent/fhm/dl_zonea.shtm), 1995 publication. This publication is an excellent resource, which details the appropriate methods for determining BFEs in SFHAs designated flood zone A. To obtain a copy of this publication, or to obtain additional information about developing BFEs, contact the FEMA Map Assistance Center (FMAC) toll free 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_02/44cfrv1_02.html.

**Shallow/Sheet Flooding (flood zones AH and AO)** – If the property is located in flood zone AH, an area of shallow flooding, the engineer or surveyor should use the flood elevation listed on the FIRM. If the property is located in flood zone AO, an area of sheet flooding, the engineer or surveyor should use the average depth elevation listed on the FIRM and add that depth to the lowest grade on the property.

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 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. 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 to certify elevation 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 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:

Under 44 CFR 60.3(a)(2), you are required to ensure, prior to issuing a floodplain development permit, that an applicant has obtained all necessary Federal and State permits related to development. The most commonly required Federal permits are wetlands permits under Section 404 of the Clean Water Act of 1972 and incidental take permits under Section 10 of the Endangered Species Act of 1972. Necessary State permits vary depending on the State. If you are not sure if a wetlands permit is required, refer the applicant to your U.S. Army Corps of Engineers District Office. If the proposed development impacts on threatened or endangered species or you are unsure if it does, have the applicant consult with the nearest U.S. Fish and Wildlife Service field office.

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 make sure that you have obtained these necessary permits prior to issuing a floodplain development permit or signing the Community Acknowledgment Form (MT-1 Form 3). The most commonly required Federal permits are wetlands permits under Section 404 of the Clean Water Act of 1972 and incidental take permits under Section 10 of the Endangered Species Act of 1972. Necessary State permits vary depending on the State. If you need a wetlands permit or are not sure if one is required, contact your U.S. Army Corps of Engineers District Office. If your proposed development impacts on threatened or endangered species or you are unsure if it does, consult with the nearest U.S. Fish and Wildlife Service field office.

To assist communities in determining if a property or structure, existing or proposed, is reasonably safe from flooding, 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 FEMA Map Assistance Center (FMAC) toll free at 1-877-FEMA MAP (1-877-336-2627) and request a copy of this Technical Bulletin be mailed.

All inquires regarding these, or other NFIP regulations, should contact the FMAC 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 any 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.

| FEDERAL EMERGENCY MANAGEMENT AGENCY<br>**PROPERTY INFORMATION FORM** | *O.M.B. NO. 3067-0147*<br>*Expires September 30, 2005* |
|---|---|

## PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form 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, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472, Paperwork Reduction Project (3067-0147). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above 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. Please check the item below that describes your request:

| | |
|---|---|
| ☐ LOMA | A letter from 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 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 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 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 placed to raise 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? ☐ Yes ☐ No If yes, when was fill placed? / month/year

Will fill be placed on your property? ☐ Yes ☐ No If yes, when will fill be placed? / month/year

1. Street Address of the Property (if request is for multiple structures, please attach additional sheet):

2. Legal description of Property (Lot, Block, Subdivision) (if a street address cannot be provided):

3. Are you requesting that the SFHA designation be removed from (check one):

   ☐ the entire legally recorded property?
   ☐ 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)?
   ☐ structures on the property? What are the dates of construction?

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), ALL requests must include the following:

- Copy of the 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
- Copy of the effective FIRM panel and/or Flood Boundary and Floodway Map (FBFM) (if applicable) on which the property location has been accurately plotted (property inadvertently located in the NFIP regulatory floodway will require Section B of MT-1 Form 3)
- Form 2 – Elevation Form. If an Elevation Certificate has already been completed for this property, it may be submitted in addition to 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

Processing Fee (see instructions for appropriate mailing address; or, visit **http://www.fema.gov/plan/prevent/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: Please Print or Type

Company:

Mailing Address:

Daytime Telephone No.:

E-Mail Address: (optional)

Fax No.:

Date

Signature of Applicant (required)

If you have any questions concerning FEMA policy, or the NFIP in general, please contact the FEMA Map Assistance Center toll free at 1-877-FEMA MAP (1-877-336-2627), or visit the Flood Hazard Mapping website at **http://www.fema.gov/plan/prevent/fhm.**

| FEDERAL EMERGENCY MANAGEMENT AGENCY<br>**ELEVATION FORM** | *O.M.B. NO. 3067-0147*<br>*Expires September 30, 2005* |
|---|---|

## PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472, Paperwork Reduction Project (3067-0147). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

This form must be completed for requests and must be completed and signed by a registered professional engineer or licensed land surveyor. **A FEMA National Flood Insurance Program (NFIP) Elevation Certificate may be submitted in addition to 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.

1. NFIP Community Number: Property Name or Address:

2. Are the elevations listed below based on ☐ existing or ☐ proposed conditions? (Check one)

3. What is the elevation datum? 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**

4. 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)

5. Has FEMA identified this area as subject to land subsidence or uplift? (see instructions) ☐ Yes ☐ No
   If yes, what is the date of the current releveling? / (month/year)

| Lot Number | Block Number | Lowest Lot Elevation | Lowest Adjacent Grade To Structure | Base Flood Elevation | For FEMA Use Only |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

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.: | **Fax No.:** |
| Signature: | Date: | |

Seal (optional)

**Continued from Page 1.**

| Lot Number | Block Number | Lowest Lot Elevation | Lowest Adjacent Grade To Structure | Base Flood Elevation | For FEMA Use Only |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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.: | Fax No.: |
| Signature: | Date: | |

Seal (optional)

| FEDERAL EMERGENCY MANAGEMENT AGENCY<br>**COMMUNITY ACKNOWLEDGMENT FORM** | *O.M.B. NO. 3067-0147*<br>*Expires September 30, 2005* |
|---|---|

## PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 0.88 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472, Paperwork Reduction Project (3067-0147). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above 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 community number and the subject property address must appear in the spaces provided below.

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. 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 FEMA, all analyses and documentation used to make this determination. For LOMR-F requests, we understand that this request is being forwarded to FEMA for a possible map revision.

Community Comments:

| Community Official's Name and Title: (*Please Print or Type*) | | Telephone No.: |
|---|---|---|
| Community Name: | Community Official's Signature: (required) | Date: |

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 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: (*Please Print or Type*) | | Telephone No.: |
|---|---|---|
| Community Name: | Community Official's Signature (required): | Date: |