

APPENDIX B
STANDARD DOCUMENTS USED IN PROCESSING
CONDITIONAL AND FINAL MAP REVISIONS
BASED ON CONDITIONS OTHER THAN FILL

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Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
Case No.: _____

(CEO Name and Address)

Community: _____
Community No.: _____

104

Dear _____:

This responds to a request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) comment on the effects that a proposed project would have on the effective Flood Insurance Rate Map (FIRM), [Flood Boundary and Floodway Map, and Flood Insurance Study (FIS) report] for your community in accordance with Part 65 of the National Flood Insurance Program (NFIP) regulations. In a letter dated **(Date of Initial Requester Letter)**, [Mr./Ms.] **(Name, Title, and Organization of Requester)**, requested that FEMA evaluate the effects that **(Project Description)** would have on the flood hazard information shown on the effective FIRM [FBFM, and FIS report].

All data required to complete our review of this request for a Conditional Letter of Map Revision (CLOMR) were submitted with letters from **(Name(s), Title(s), and Organization(s) of Individual(s) Submitting Data)**.

[SELECT EITHER OF FOLLOWING PARAGRAPHS AS APPROPRIATE]

[USE THE FOLLOWING PARAGRAPH WHEN CONSTRUCTION AND GRADING PLANS ARE SUBMITTED]

We reviewed the submitted data and the data used to prepare the effective FIRM [and FBFM] for your community and determined that the proposed project meets the minimum floodplain management criteria of the NFIP. **[USE THE FOLLOWING SENTENCE IF NEW BASE CONDITIONS MODEL WAS SUBMITTED]** The submitted existing conditions hydraulic computer model, dated **(Date of Model)**, based on updated topographic information, was used as the base conditions model in our review of the proposed conditions model for this CLOMR request. We believe that if the proposed project is constructed as shown on [LIST of Construction and Grading Plans] , the floodplain boundaries of the floods that would have a 1- and 0.2-percent chance of being equaled or exceeded in any given year will be delineated as shown on the topographic work map entitled "**(Name on Map)**."

[USE THE FOLLOWING PARAGRAPH WHEN CONCEPTS OR TYPICAL SECTIONS ARE PROVIDED]

We reviewed the submitted data and the data used to prepare the effective FIRM [and FBFM] for your community and determined that the proposed project meets the minimum floodplain management criteria of the NFIP. **[USE THE FOLLOWING SENTENCE IF NEW BASE CONDITIONS MODEL WAS**

SUBMITTED] The submitted existing conditions hydraulic computer model, dated **(Date of Model)**, based on updated topographic information, was used as the base conditions model in our review of the proposed conditions model for this CLOMR request. We believe that if the proposed project is constructed as shown on **(List of Report, Concepts, and /or Typical Details)**, a revision to the FIRM [and FBFM] would be warranted.

[ADD PARAGRAPH TO INCLUDE DESCRIPTION AND LOCATION OF PROPOSED CHANGES TO BFEs, SFHAs, AND REGULATORY FLOODWAYS, IMPACT ON PROPERTY OWNERS, AND REASON FOR CHANGES (E.G., UPDATED EXISTING CONDITIONS MODEL)]

[USE THE FOLLOWING PARAGRAPH IN ALL CLOMRS]

Upon completion of the project, your community may request that we make a final determination on revising the effective [FIS report, FIRM, and FBFM]. To support your request, you must submit the data listed below.

[USE THE FOLLOWING PARAGRAPH WHEN FORM 1 IS REQUESTED]

- Detailed application forms [, which were used in processing this request,] must be used for requesting final revisions to the maps. Therefore, when the map revision request for the area covered by this letter is submitted, Form 1, entitled "Overview & Concurrence Form" must be included. (Copies of these forms are enclosed.)

[USE THE FOLLOWING PARAGRAPH WHEN FORMS OTHER THAN FORM 1 IS REQUESTED]

- The detailed application forms listed below may be required if as-built conditions differ from the [conceptual, typical, preliminary] plans. If required, please submit new forms (copies of which are enclosed) or annotated copies of the previously submitted forms showing the revised information.

[SELECT ALL FORMS THAT APPLY FROM LIST BELOW]

1. Form 2, entitled "Riverine Hydrology & Hydraulics Form"
2. Form 3, entitled "Riverine Structures Form"
3. Form 4, entitled "Coastal Analysis Form"
4. Form 5, entitled "Coastal Structures Form"
5. Form 6, entitled "Alluvial Fan Flooding Form"

[USE THE FOLLOWING PARAGRAPH, AS APPLICABLE]

Hydraulic analyses, for as-built conditions, of the 10-, 2-, 1-, and 0.2-percent-annual-chance floods and the regulatory floodway and a topographic work map showing the revised floodplain and regulatory floodway boundaries must be submitted with Form 2.

[USE THE FOLLOWING PARAGRAPH WHEN FEE WILL BE ASSESSED FOR MAP REVISION AND NO STRUCTURAL MEASURE ON AN ALLUVIAL FAN IS INVOLVED]

- Effective November 1, 2005, FEMA revised the fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps. In accordance with this schedule, the fee for your map revision request will be \$4,000 and must be received before we can begin processing your request. Please note, however, that the fee schedule is subject to change, and requesters are required to submit the fee in effect at the time of the submittal. Payment of this fee shall be made 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. The payment must be forwarded to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

[USE THE FOLLOWING PARAGRAPH WHEN FEE WILL BE ASSESSED FOR MAP REVISION AND A STRUCTURAL MEASURE ON AN ALLUVIAL FAN IS INVOLVED]

- Effective November 1, 2005, FEMA revised the fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps. Under this schedule, FEMA did not change the initial fee for processing map revision requests involving structural measures on alluvial fans. The initial fee for your map revision request will be \$5,600 and must be received before we can begin processing your request. Payment of this fee shall be made 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. The payment must be forwarded to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

[SELECT APPROPRIATE ITEMS FROM LIST]

- As-built plans, certified by a Registered Professional Engineer, of all proposed project elements
- Community acknowledgment of the map revision request
- Copy of the public notice distributed by the community stating the community's intent to revise the regulatory floodway, or a statement by the community that it has notified all affected property owners and affected adjacent jurisdictions
- An officially adopted maintenance and operation plan for the **(Name of Project)**. This plan, which may be in the form of a written statement from the community Chief Executive Officer, an ordinance, or other legislation, must describe the nature of the maintenance activities, the frequency with which they will be performed, and the title of the local community official who will be responsible for ensuring that the maintenance activities are accomplished.

[ADD TO THE LIST ANY CONDITION OF PARAGRAPHS 65.12(a)(1-7), 65.12(b), OR 65.12(c) THAT WAS NOT EXPLICITLY MET]

[INCLUDE THE FOLLOWING ITEM FOR CLOMR REQUESTS WITHOUT CONSTRUCTION AND GRADING PLANS]

- Hydraulic analyses, for as-built conditions, of the ___-percent-annual-chance flood(s) and regulatory floodway

[USE THE FOLLOWING PARAGRAPH WHEN BFES WILL CHANGE]

After receiving appropriate documentation to show that the project has been completed, FEMA will initiate a revision to the FIRM [,FBFM, and FIS report]. Because the Base Flood Elevations (BFEs) would change as a result of this project, a 90-day appeal period would be initiated, during which community officials and interested persons may appeal the revised BFEs based on scientific or technical data.

[USE THE FOLLOWING PARAGRAPH WHEN CHANNEL MODIFICATIONS ONLY ARE PROPOSED]

The basis of this CLOMR is, in whole or in part, a proposed channel-modification project. Paragraph 60.3(b)(7) of the NFIP regulations requires that communities "assure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained." This provision is incorporated into your community's existing floodplain management regulations. Consequently, your community must agree to accept responsibility for the maintenance of the modified channel before allowing its construction.

[USE THE FOLLOWING PARAGRAPH WHEN CULVERTS ONLY ARE PROPOSED]

The basis of this CLOMR is, in whole or in part, a proposed culvert project. Paragraph 60.3(b)(7) of the NFIP regulations requires that communities "assure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained." This provision is incorporated into your community's existing floodplain management regulations. Consequently, your community must agree to accept responsibility for the maintenance of the modified channel before allowing its construction.

[USE THE FOLLOWING PARAGRAPH WHEN CHANNEL MODIFICATIONS AND CULVERTS ARE PROPOSED]

The basis of this CLOMR is, in whole or in part, a proposed channel-modification and culvert project. Paragraph 60.3(b)(7) of the NFIP regulations requires that communities "assure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained." This provision is incorporated into your community's existing floodplain management regulations. Consequently, your community must agree to accept responsibility for the maintenance of the modified channel before allowing its construction.

[INCLUDE THE REMAINING PARAGRAPHS IN ALL CLOMRS]

This CLOMR is based on minimum floodplain management criteria established under the NFIP. Your community is responsible for approving all floodplain development, and for ensuring all necessary permits required by Federal or State/Commonwealth law have been received. State/Commonwealth, county, and community officials, based on knowledge of local conditions and in the interest of safety, may set higher standards for construction in the [Special Flood Hazard Area/SFHA]. If the State/Commonwealth, county, or community has adopted more restrictive or comprehensive floodplain

management criteria, these criteria take precedence over the minimum NFIP criteria.

If you have any questions regarding floodplain management regulations for your community or the NFIP in general, please contact the Consultation Coordination Officer (CCO) for your community. Information on the CCO for your community may be obtained by contacting the Director, Flood Insurance and Mitigation Division, FEMA Region **(Region Numeral)**, in **(RO City and State)**, at **(RO Telephone Number)**.

If you have any questions regarding this CLOMR, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,



(Project Engineer)
Engineering Management Section
Mitigation Division

For: William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

Enclosures

cc: **(Community Floodplain Administrator)**

bcc: Regional Director R____-MT
NSP Case File

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DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

Changes to Base Flood Elevation Determinations

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Notice of Changes to Base Flood Elevation Determinations.

SUMMARY: On **(Effective Date of FIRM)**, the Federal Emergency Management Agency (FEMA) identified Special Flood Hazard Areas (SFHAs) in the **(Community Name)**, through issuance of a Flood Insurance Rate Map (FIRM). Based on new technical information provided by or through your community, FEMA has revised the FIRM for your community. As indicated in the Letter of Map Revision (LOMR) sent to your community on **(Date LOMR Issued)**, FEMA has determined that modification of the elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood) for certain locations in this community is appropriate. Technical information or comments are solicited on the modified Base Flood Elevations (BFEs) shown on the Flood Profiles and FIRM panel(s) that accompanied the above-referenced LOMR. These BFEs are the basis for the floodplain management measures that your community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

DATES: The comment period is 90 days following the second publication of this Notice of Changes in Base Flood Elevation Determinations in this newspaper of local circulation. Upon the second publication of this notice of changes in this newspaper, any owner or lessee of real property in your community who believes his or her property rights will be adversely affected by the modified BFEs may request, through the Chief Executive Officer (CEO) of the community or a public agency designated by the community CEO, that FEMA reconsider the determination by submitting an appeal of the modified BFEs. It is important to note, however, that the sole basis for such appeals is the possession of knowledge or information indicating that the modified BFEs are scientifically or technically incorrect. These appeal data must be submitted to FEMA during the 90-day appeal period. Only appeals of the modified BFEs supported by scientific or technical data can be considered. Note that the 90-day appeal period is statutory and cannot be extended for any reason. All interested parties are on notice that until the 90-day period elapses, FEMA's determination to modify the BFEs may itself be changed.

ADDRESSES: The above-referenced LOMR and attachments are available for inspection at the Community Map Repository at the address listed below.

(Community Map Repository Address)

Any person having knowledge or wishing to comment on these changes should notify the community CEO at the address below

(CEO Name and Address)

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street SW., Washington, DC 20472, (202) 646-3151 or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA gives notice of the modified BFEs in accordance with Section 110 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4104, and 44 CFR 67.4(a). These BFEs, together with the floodplain management measures required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their floodplain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These modified BFEs are used to meet the floodplain management requirements of the NFIP and are also used to calculate the appropriate flood insurance premium rates for new buildings built after the BFEs are made final, and for the contents in these buildings.

Pursuant to the provisions of 5 U.S.C. 605(b), the Mitigation Division Director, to whom authority has been delegated by the Secretary of the U.S. Department of Homeland Security, hereby certifies that the modified BFEs will not have a significant economic impact on a substantial number of small entities. A BFE determination under Section 1363 forms the basis for new local ordinances, which, if adopted by a community, will govern future construction within the floodplain area. By themselves, the modified BFEs impose no restriction unless and until the community voluntarily adopts floodplain ordinances in accord with these BFEs. Even if ordinances are adopted in compliance with Federal standards, the BFEs only prescribe building height in the floodplain and do not prohibit development. Thus, this action only forms the basis for future local actions. It imposes no new requirement; of itself, it has no economic impact.

Lessees and owners of real property in your community are encouraged to review the revised FIRM and FIS report materials that accompanied the above-referenced LOMR. As indicated in the LOMR, a hydraulic analysis was performed to incorporate **(Describe Changes Included in Revised Analysis)** and has resulted in [a revised delineation of the regulatory floodway, a reduction in SFHA, and lower BFEs for **(Describe Reaches Affected)**.] [The aforementioned channelized portion of **(Flooding Source)** contains the flood having a ____-percent chance of being equaled or exceeded in any given year.]

[INCLUDE THE FOLLOWING PARAGRAPH WHEN BFES ARE CITED IN NEWSPAPER NOTICE]

The table below indicates existing and modified BFEs for selected locations along the affected lengths of the flooding source(s) cited above.

Location	Existing BFE (Feet)*	Modified BFE (Feet)*
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*North American Vertical Datum, rounded to nearest whole foot

[INCLUDE THE FOLLOWING PARAGRAPH WHEN BFES ARE NOT CITED IN NEWSPAPER NOTICE]

Interested parties may view the modified BFEs for the affected flooding source(s) by visiting the following page on the FEMA Flood Hazard Mapping Website: _____ Interested parties also may acquire a hard copy of the modified BFEs by contacting the Community Map

Repository.

Billing Code 6718-04-P

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

44 CFR Part 65

[Docket No. FEMA- (Docket No.)]

Changes in Flood Elevation Determinations

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Interim Rule.

SUMMARY: This Interim Rule lists communities where modification of the Base (1-percent-annual-chance) Flood Elevations (BFEs) is appropriate because of new scientific or technical data. New flood insurance premium rates will be calculated from the modified BFEs for new buildings and their contents.

DATES: These modified BFEs are currently in effect on the dates listed in the table below and revise the Flood Insurance Rate Map(s) in effect prior to this determination for the listed communities.

From the date of the second publication of these changes in a newspaper of local circulation, any person has ninety (90) days in which to request through the community that the Mitigation Division Director reconsider the changes. The modified elevations may be changed during the 90-day period.

ADDRESSES: The modified BFEs for each community are available for inspection at the office of the Chief Executive Officer of each community. The respective addresses are listed in the table below.

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW., Washington, DC 20472, (202) 646-3151, or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: The modified BFEs are not listed for each community in this Interim Rule. However, the address of the Chief Executive Officer of the community, where the modified BFE determinations are available for inspection, is provided.

Any request for reconsideration must be based on knowledge of changed conditions or new scientific or technical data.

The modifications are made pursuant to Section 201 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4105, and are in accordance with the National Flood Insurance Act of 1968, 42 U.S.C. 4001 et seq., and with 44 CFR Part 65.

For rating purposes, the currently effective community identification number is shown and must be used for all new policies and renewals.

The modified BFEs are the basis for the floodplain management measures that the community is required to either adopt or to show evidence of being already in effect in order to qualify or to remain qualified for participation in the National Flood Insurance Program.

These modified BFEs, together with the floodplain management criteria required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean that the community must change any existing ordinances that are more stringent in their floodplain management requirements. The community may at any time enact stricter requirements of its

own, or pursuant to policies established by other Federal, State, or regional entities.

The changes in BFEs are in accordance with 44 CFR 65.4.

National Environmental Policy Act. This Interim Rule is categorically excluded from the requirements of 44 CFR Part 10, Environmental Consideration. No environmental impact assessment has been prepared.

Regulatory Flexibility Act. The Mitigation Division Director certifies that this Interim Rule is exempt from the requirements of the Regulatory Flexibility Act because modified BFEs are required by the Flood Disaster Protection Act of 1973, 42 U.S.C. 4105, and are required to maintain community eligibility in the NFIP. No regulatory flexibility analysis has been prepared.

Regulatory Classification. This Interim Rule is not a significant regulatory action under the criteria of Section 3(f) of Executive Order 12866 of September 30, 1993, Regulatory Planning and Review, 58 FR 51735.

Executive Order 12612, Federalism. This Interim Rule involves no policies that have federalism implications under Executive Order 12612, Federalism, dated October 26, 1987.

Executive Order 12778, Civil Justice Reform. This Interim Rule meets the applicable standards of Section 2(b)(2) of Executive Order 12778.

List of Subjects in 44 CFR Part 65

Flood insurance, Floodplains, Reporting and recordkeeping requirements.

Accordingly, 44 CFR Part 65 is amended to read as follows:

PART 65--[AMENDED]

1. The authority citation for Part 65 continues to read as follows:

Authority: 42 U.S.C. 4001 et seq.; Reorganization Plan No. 3 of 1978, 3 CFR, 1978

Comp., p. 329; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376.

PART 65.4 [Amended]

2. The tables published under the authority of PART 65.4 are amended as follows:

<u>State and County</u>	<u>Location</u>	<u>Dates and Name of Newspaper Where Notice Was Published</u>	<u>Chief Executive Officer of Community</u>	<u>Effective Date of Modification</u>	<u>Community Number</u>
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(Catalog of Federal Domestic Assistance No. 83.100, "Flood Insurance.")
Dated:

David I. Maurstad,

Director,

Mitigation Division,

Federal Emergency Management Agency,

Department of Homeland Security.

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Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:

Case No.: _____

(CEO Name and Address)

Community: _____

Community No.: _____

Map Panel[s] Affected: _____

116

Dear _____:

In a Letter of Map Revision (LOMR) dated **(Date of 102-D-A, 102-I-A, or 102-I-A-C Letter)**, you were notified of proposed modified flood elevation determinations affecting the Flood Insurance Rate Map (FIRM) for the **(Name of Community)**. These determinations were for **(Description of Reach(es) of Flooding Source(s) Affected by Revision(s))**. The 90-day appeal period that was initiated on **(Date of Second Publication)**, when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of proposed Base Flood Elevations (BFEs) in **(Newspaper Name)**, has elapsed.

[USE THE FOLLOWING PARAGRAPH IF LOMR EFFECTIVE DATE IS BEFORE DATE OF 116 LETTER]

FEMA received no valid requests for changes to the modified BFEs. Therefore, the modified BFEs that became effective on **(Effective Date)**, remain valid and revise the FIRM that was in effect prior to that date.

[USE THE FOLLOWING PARAGRAPH IF LOMR EFFECTIVE DATE IS AFTER DATE OF 116 LETTER]

FEMA received no valid requests for changes to the modified BFEs. Therefore, the determination as to the modified BFEs for your community is considered final. The modified BFEs and Letter of Map Revision, referenced above, will become effective on **(Effective Date)**, and will revise the FIRM that was in effect prior to that date.

The modifications are pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (Public Law 93-234) and are in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, Public Law 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. The community number(s) and suffix code(s) are unaffected by this revision. The community number and appropriate suffix code as shown above will be used by the National Flood Insurance Program (NFIP) for all flood insurance policies and renewals issued for your community.

FEMA has developed criteria for floodplain management as required under the above-mentioned Acts of 1968 and 1973. To continue participation in the NFIP, your community must use the modified BFEs to carry out the floodplain management regulations for the NFIP. The modified BFEs will also be used to calculate the appropriate flood insurance premium rates for all new buildings and their contents and for

the second layer of insurance on existing buildings and their contents.

[USE ONE OF FOLLOWING THREE PARAGRAPHS WHEN FIRM WILL BE PHYSICALLY REVISED IMMEDIATELY]

[COMMUNITY WILL RECEIVE PRELIMINARY COPIES AND EFFECTIVE MAPS WERE NOT PREPARED IN COUNTYWIDE FORMAT]

In the above-referenced LOMR, we also notified you that we would be incorporating the modifications described in that letter into the affected FIRM panels and Flood Insurance Study (FIS) report as a physical map revision. Before publishing the revised FIRM panels and FIS report, we will issue Preliminary copies for review by your community. These copies are scheduled to be delivered for review by **(Scheduled Preliminary Date)**.

[COMMUNITY WILL RECEIVE PRELIMINARY COPIES AND EFFECTIVE MAPS WERE PREPARED IN COUNTYWIDE FORMAT]

In the above-referenced LOMR, we also notified you that we would be incorporating the modifications described in that letter into the affected FIRM panels and Flood Insurance Study (FIS) report for **(County Name)** County, **(State Name)** and Incorporated Areas as a physical map revision. Before publishing the revised FIRM panels and FIS report, we will issue preliminary copies for review by your community. These copies are scheduled to be delivered for review by **(Scheduled Preliminary Date)**.

[COMMUNITY WILL NOT RECEIVE PRELIMINARY COPIES AND REVISED MAPS WILL BE PREPARED IN COUNTYWIDE FORMAT]

In the above-referenced LOMR, we also notified you that we would be incorporating the modifications described in that LOMR into the final printed copies of the countywide FIRM for **(County Name)** County, which will include flood hazard information for the **(Community Name)**. We anticipate that the countywide FIRM will become effective in approximately ____ months and that the final printed copies will be distributed approximately 1 month before the effective date.

If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, please contact the Director, Flood Insurance and Mitigation Division, FEMA Region **(Region Numeral)**, in **(RO City and State)**, at **(RO Telephone Number)**. If you have any questions regarding the LOMR, the proposed modified BFEs, or mapping issues in general, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,



William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEED File



NATIONAL FLOOD INSURANCE PROGRAM

FEMA NATIONAL SERVICE PROVIDER

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:
153-L

(CEO Name and Address)

Community: _____
Community No.: _____
Panels Affected: _____
Effective Date of
Revision: **(Effective Date of LOMR)**

Dear _____:

Enclosed is a copy of a Letter of Map Revision (LOMR) dated **(LOMR Issuance Date)** notifying your community of the revision to the Flood Insurance Rate Map [, Flood Boundary and Floodway Map,] and Flood Insurance Study report for the **(Full Community Name)**. Due to an unexpected problem in the process of public notification, the notice of changes to the Base (1-percent-annual-chance) Flood Elevations (BFEs) was not published in the **(Newspaper Name)**. Because the 90-day period for appeals and comments cannot officially begin until the notice has been published, it will be published in the **(Newspaper Name)** on **(First Publication Date)** and **(Second Publication Date)**. A copy of this notification also is enclosed.

[USE THE FOLLOWING PARAGRAPH FOR LOMRS THAT BECAME EFFECTIVE BEFORE APPEAL PERIOD]

The modified BFEs are effective as of the date presented in the LOMR. However, within 90 days of the second publication in the **(Newspaper Name)**, any interested party may ask the Federal Emergency Management Agency (FEMA) to reconsider this determination. Any request for reconsideration must be based on scientific or technical data. All interested parties are on notice that, until the 90-day period elapses, the FEMA determination to modify BFEs may itself be modified.

[USE THE FOLLOWING PARAGRAPH FOR LOMRS THAT BECAME EFFECTIVE AFTER APPEAL PERIOD]

In the previously referenced LOMR, we informed you that the modified BFEs would become effective on **(Effective Date Cited in LOMR)**. However, because the appeal period was not started as originally scheduled, the modified BFEs will not become effective until **(New Effective Date)**. Within 90 days of the second publication in the **(Newspaper Name)**, any interested party may ask the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) to reconsider this determination. Any request for reconsideration must be based on scientific or technical data. All interested parties are on notice that, until the 90-day period elapses, the FEMA determination to modify BFEs may itself be modified.

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The map panels as listed above and as amended by the enclosed LOMR will be used for all flood insurance policies and renewals issued for your community.

If you have any questions regarding the necessary floodplain management measures for your community or the National Flood Insurance Program in general, please call the Director, Flood Insurance and Mitigation Division, FEMA **(Region Numeral)**, in **(RO City and State)**, at **(RO Telephone Number)**. If you have any questions regarding the LOMR, the proposed modified BFEs, or mapping issues in general, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

Enclosures

cc: **(Community Floodplain Administrator)**

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

157-L

(Newspaper Name and Address)

Re: Case No.: _____

Attention: _____

Dear _____:

Please print the enclosed notice, "Changes Are Made in Determinations of Base Flood Elevations for the **(Full Community Name)**." The table in the notice should be duplicated as shown, using adjacent columns to accommodate the width of the notice. A sample is enclosed for your information. This notice should appear in the legal or special section of your classified columns, whichever is less costly, for the days of **(First Publication Date)** and **(Second Publication Date)**.

According to our contract with the Department of Homeland Security's Federal Emergency Management Agency, we require a notarized affidavit listing the following: (1) name of the community for which the notice was placed; (2) title of the notice ("Changes in Flood Elevation Determinations"); (3) specific dates of publication (month, day, year); and (4) name of newspaper. The affidavit must carry the notary public's signature and seal and the date the affidavit was signed by the notary public (which can be no sooner than the second publication date). Please provide this proof of publication within 10 days of the second publication date.

As soon as it is available, please inform us of the cost of this advertisement, and we will provide payment in the form of a check. All correspondence, including billing and proof of publication, should be addressed to me at this office, and should reference the case number shown above. If for some reason you cannot comply with the above terms or if the specified publication dates must be changed, please contact me either by telephone at **(NSP Telephone Number)** or by facsimile at (703) 960-9125.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact Name)

(NSP Contact Title)

Enclosures

bcc: NSP Case File
FEDD File

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-9125

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Billing Code 6718-04-P

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

44 CFR Part 65

Changes in Flood Elevation Determinations

AGENCY: Federal Emergency Management Agency (FEMA), Department of Homeland Security.

ACTION: Final Rule.

SUMMARY: Modified Base (1-percent-annual-chance) Flood Elevations (BFEs) are finalized for the communities listed below. These modified BFEs will be used to calculate flood insurance premium rates for new buildings and their contents.

EFFECTIVE DATES: The effective dates for these modified BFEs are indicated on the table below and revise the Flood Insurance Rate Map(s) in effect for the listed communities prior to this date.

ADDRESSES: The modified BFEs for each community are available for inspection at the office of the Chief Executive Officer of each community. The respective addresses are listed in the table below.

FOR FURTHER INFORMATION CONTACT: William R. Blanton, Jr., Engineering Management Section, Mitigation Division, FEMA, 500 C Street, SW., Washington, DC 20472, (202) 646-3151, or (e-mail) bill.blanton@dhs.gov.

SUPPLEMENTARY INFORMATION: FEMA makes the final determinations listed below

of the final determinations of modified BFEs for each community listed. These modified BFEs have been published in newspapers of local circulation and ninety (90) days have elapsed since that publication. The Mitigation Division Director, to whom authority has been delegated by the Secretary of the Department of Homeland Security, has resolved any appeals resulting from this notification.

The modified BFEs are not listed for each community in this notice. However, this rule includes the address of the Chief Executive Officer of the community where the modified BFE determinations are available for inspection.

The modifications are made pursuant to Section 206 of the Flood Disaster Protection Act of 1973, 42 U.S.C. 4105, and are in accordance with the National Flood Insurance Act of 1968, 42 U.S.C. 4001 et seq., and with 44 CFR Part 65.

For rating purposes, the currently effective community identification number is shown and must be used for all new policies and renewals.

The modified BFEs are the basis for the floodplain management measures that the community is required to either adopt or to show evidence of being already in effect in order to qualify or to remain qualified for participation in the National Flood Insurance Program (NFIP).

These modified BFEs, together with the floodplain management criteria required by 44 CFR 60.3, are the minimum that are required. They should not be construed to mean that the community must change any existing ordinances that are more stringent in their floodplain management requirements. The community may at any time enact stricter requirements of its own, or pursuant to policies established by other Federal, State, or regional entities.

These modified BFEs are used to meet the floodplain management requirements of the NFIP and are also used to calculate the appropriate flood insurance premium rates for new

buildings built after these elevations are made final, and for the contents in these buildings.

The changes in BFEs are in accordance with 44 CFR 65.4.

National Environmental Policy Act. This Final Rule is categorically excluded from the requirements of 44 CFR Part 10, Environmental Consideration. No environmental impact assessment has been prepared.

Regulatory Flexibility Act. The Mitigation Division Director certifies that this Final Rule is exempt from the requirements of the Regulatory Flexibility Act because modified BFEs are required by the Flood Disaster Protection Act of 1973, 42 U.S.C. 4105, and are required to maintain community eligibility in the NFIP. No regulatory flexibility analysis has been prepared.

Regulatory Classification. This Final Rule is not a significant regulatory action under the criteria of Section 3(f) of Executive Order 12866 of September 30, 1993, Regulatory Planning and Review, 58 FR 51735.

Executive Order 12612, Federalism. This Final Rule involves no policies that have federalism implications under Executive Order 12612, Federalism, dated October 26, 1987.

Executive Order 12778, Civil Justice Reform. This Final Rule meets the applicable standards of Section 2(b)(2) of Executive Order 12778.

List of Subjects in 44 CFR Part 65

Flood insurance, Floodplains, Reporting and recordkeeping requirements.

Accordingly, 44 CFR Part 65 is amended to read as follows:

PART 65--[AMENDED]

1. The authority citation for Part 65 continues to read as follows:

Authority: 42 U.S.C. 4001 et seq.; Reorganization Plan No. 3 of 1978, 3 CFR, 1978 Comp., p. 329; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376.

PART 65.4 [Amended]

2. The tables published under the authority of 44 CFR 65.4 are amended as follows:

<u>State and County</u>	<u>Location</u>	<u>Dates and Name of Newspaper Where Notice Was Published</u>	<u>Chief Executive Officer of Community</u>	<u>Effective Date of Modification</u>	<u>Community Number</u>
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(Catalog of Federal Domestic Assistance No. 83.100, "Flood Insurance.")
Dated:

David I. Maurstad,

Director,

Mitigation Division,

Federal Emergency Management Agency,

Department of Homeland Security.

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NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

_____ **(CEO Name and Address)**

IN REPLY REFER TO:
 Case No.: _____
 Community: _____
 Community No.: _____

175-A(L)

Dear _____:

This letter acknowledges receipt of [your letter/a letter/letters] dated **(Date of Incoming Letter)**, [from [Mr./Ms.] **(Complete Name, Title, and Agency/Company Affiliation of Appellant If Other Than CEO)** regarding the Letter of Map Revision (LOMR) issued by the Department of Homeland Security's Federal Emergency Management Agency (FEMA) on **(Date LOMR Issued)** for the **(Full Community Name)**. [You/Mr./Ms. **(Surname of Appellant)**] submitted the following: **(Summary of Material Submitted With Appellant's Letter)**. Because the letter [and enclosures] comment on the elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), [it/they] are being reviewed as an appeal in accordance with the provisions of Title 44, Chapter I, Part 67, Code of Federal Regulations.

We will evaluate the issues raised in the referenced letter [and enclosures]. If additional information is required to resolve the appeal, we will contact your community. If revisions to the **(Date LOMR Issued)** determination are warranted, FEMA will revise the LOMR and enclosures and will send revised copies to your community and other recipients of the LOMR.

If you have any questions regarding this matter, please contact **(FEMA Project Engineer)** of the FEMA staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)
(NSP Contact's Title)

cc: **(Community Floodplain Administrator)**
(Appellant's Name, If Other Than CEO)

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(CEO Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

175-P(L)

Dear _____:

This letter acknowledges receipt of [your letter/a letter/letters] dated **(Date of Incoming Letter)**, [from [Mr./Ms.] **(Complete Name, Title, and Agency/Company Affiliation of Appellant If Other Than CEO)** regarding the Letter of Map Revision (LOMR) issued by the Department of Homeland Security's Federal Emergency Management Agency (FEMA) on **(Date LOMR Issued)** for the **(Full Community Name)**. [You/Mr./Ms. **(Surname of Appellant)**] submitted the following: **(Summary of Material Submitted With Appellant's Letter)**. Because the letter [and enclosures] do not comment on the elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), we cannot review [it/them] as an appeal in accordance with the provisions of Title 44, Chapter I, Part 67, Code of Federal Regulations. Therefore, we will review the letter [and enclosures] as a protest.

We will evaluate the issues raised in the referenced letter [and enclosures]. If additional information is required to resolve the protest, we will contact your community. If revisions to the **(Date LOMR Issued)** determination are warranted, FEMA will revise the LOMR and enclosures and will send revised copies to your community and other recipients of the LOMR.

If you have any questions regarding this matter, please contact **(FEMA Project Engineer)** of the FEMA staff in Washington, DC, either by telephone at **(FEMA Project Engineer Telephone Number)** or by facsimile at (202) 646-4596.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)
(NSP Contact's Title)

cc: **(Community Floodplain Administrator)**
(Appellant's Name, If Other Than CEO)

bcc: State NFIP Coordinator
Regional Director R____-MT
NSP Case File
FEDD File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Revision Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-ACK

Dear _____:

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO INITIAL SUBMITTAL]

This responds to your request dated **(Date of Requester's Letter)**, that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for [the above-referenced community(ies) / **(Name of County)**, **(Name of State)**, and Incorporated Areas]. Pertinent information about the request is listed below.

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO A FOLLOWUP SUBMITTAL]

This responds to your letter dated letter dated **(Date of Requester's Followup Letter)**, concerning a **(Date of Requester's Original Letter)**, request that the Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for [the above-referenced community(ies) / **(Name of County)**, **(Name of State)**, and Incorporated Areas]. Pertinent information about the request is listed below.

Identifier: _____

Flooding Source: _____

FIRM Panel(s) Affected: _____

FBFM Panel(s) Affected: _____

[USE THE FOLLOWING PARAGRAPH WHEN REQUIRED DATA, FORMS, AND FEE RECEIVED]

We have completed an inventory of the items that you submitted. Our review of the submitted data indicates we have the minimum data required to perform a detailed technical review of your request. We also have received the required review and processing fee **\$(Amount Received)**. If additional data are required, we will inform you within [60 / ___] days of the date of this letter.

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[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUESTS]

As you may know, FEMA has implemented a procedure to recover costs associated with reviewing and processing requests for [conditional] modifications to published flood information and maps.

[CONTINUE WITH ONE OF SENTENCES BELOW]

- ❑ However, because your request is based on the effects of natural changes within a Special Flood Hazard Area, no review and processing fee will be assessed for our review.
- ❑ However, because your request is based on the effects of a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee will be assessed for our review.
- ❑ However, because your request is based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA and shown on the flood map, no review and processing fee will be assessed for our review.
- ❑ However, because your request is based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area, no review and processing fee will be assessed for our review.

[USE THE FOLLOWING PARAGRAPH WHEN CHECK OR MONEY ORDER IS RETURNED WITH ACKNOWLEDGMENT LETTER]

With your request, you submitted a check or money order in the amount of \$(**Fee Submitted**) to defray the cost of FEMA's review. Because no review and processing fee is required, we are returning your check or money order with this letter.

[INCLUDE REMAINING PARAGRAPHS IN ALL LETTERS]

Please direct questions concerning your request to us at the address shown at the bottom of [this / the first] page. For identification purposes, please include the case number referenced above on all correspondence.

If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

[Enclosure/Enclosures]

cc: **[NAME OF COMMUNITY OFFICIAL IF COMMUNITY IS NOT REQUESTER]**

bcc: Regional Director
State NFIP Coordinator
FCSA
NSP Case File

R____-MT

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NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-AD

Dear _____:

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO INITIAL SUBMITTAL]

This responds to your request dated (Date of Requester's Letter), that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for [the above-referenced community(ies) / (Name of County), (Name of State), and Incorporated Areas]. Pertinent information about the request is listed below.

[USE THE FOLLOWING PARAGRAPH WHEN RESPONDING TO A FOLLOWUP SUBMITTAL]

This is in regard to your (Date of Requester's Letter), request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [Conditional Letter of Map Revision /Letter of Map Revision /revision to the Flood Insurance Rate Map [and Flood Boundary and Floodway Map] for the above-referenced community. Pertinent information about the request is listed below.

Identifier: _____
Flooding Source: _____
FIRM Panel(s) Affected: _____
FBFM Panel(s) Affected: _____

The data required to complete our review, which must be submitted within 90 days of the date of this letter, are listed on the enclosed summary.

[USE THE FOLLOWING PARAGRAPH FOR REQUESTS INVOLVING FEES]

If we do not receive the required data within 90 days, we will suspend the processing of your request. Any data submitted after 90 days will be treated as an original submittal and will be subject to all submittal/ payment procedures, including the review and processing fee for requests of this type established by the current fee schedule. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information.

FEMA receives a large volume or requests and cannot maintain inactive requests for an indefinite period of time. Therefore, we are unable to grant extensions for the submission of required data/fee for revision requests. If a requester is informed by letter that additional data are required to complete our review of a request, the data/fee must be submitted within 90 days of the date of the letter. [Any fees already paid will be forfeited for any request for which the requested data are not received within 90 days.]

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If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

[Enclosure / Enclosures]

bcc Regional Director R____-MT
NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

Summary of Additional Information Required to Support a
 [Conditional Letter of Map Revision (CLOMR)]
 [Letter of Map Revision (LOMR)]
 [Revision to the Flood Insurance Rate Map and Flood Boundary and Floodway Map]

Case No.: _____ Requester: _____
 Community: _____ Community No.: _____

The issues listed below must be addressed before we can continue the review of your request.

1. All applicable forms from the enclosed MT-2 Application Forms package and the necessary supporting data, as described in the package instructions, must be submitted.
2. The following forms, which were omitted from your previous submittal, must be provided:
 - a. Form 1, entitled "Overview & Concurrence Form"
 - b. Form 2, entitled "Riverine Hydrology & Hydraulics Form"
 - c. Form 3, entitled "Riverine Structures Form"
 - d. Form 4, entitled "Coastal Analysis Form"
 - e. Form 5, entitled "Coastal Structures Form"
 - f. Form 6, entitled "Alluvial Fan Flooding Form"
3. With this letter, we are returning the original package indicating those application/certification forms that have not been completed in their entirety or on which data were requested. The item(s) that must be completed and/or statement(s) requesting data have been marked with an asterisk (*). Please revise and resubmit the form package.
4. **[FILE NAME OF INSERT LISTING ADDITIONAL ITEMS: _____]**

Please send the required data directly to us at the address shown at the bottom of [this / the first] page. For identification purposes, please include the case number referenced above on all correspondence.

[WHEN NO FEE OR INSUFFICIENT FEE SUBMITTED]

Effective October 30, 2005, [the Federal Emergency Management Agency (FEMA) / FEMA] revised the fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information. In accordance with this schedule, the fee for your request is [\$4,000/\$4,400/\$5,000/\$5,600/\$6,000] and must be submitted before we can

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continue processing your request. [The amount you submitted, \$_____, is not sufficient. The balance, \$_____, must be submitted before we can continue processing your request.] Payment of this fee must be made in the form of a check or money order, payable in U.S. funds to the National Flood Insurance Program, or a credit card payment. For identification purposes, the case number referenced above must be included on the check or money order. We will not perform a detailed technical review of your request until we receive this payment.

Payment must be forwarded to one of the addresses listed below.

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

Using overnight service:
FEMA Fee-Charge System Administrator
c/o Michael Baker Jr., Inc.
3601 Eisenhower Avenue
Alexandria, VA 22304



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Blank lines for address]

IN REPLY REFER TO:
Case No.:
Community:
Community No.:

316-AD/INC

Dear [Name]:

This acknowledges receipt of your recent submittal of data in support of your request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)] for the above-referenced community. Our review of the submitted data indicates we do not have all the data requested in our previous letter dated (Date of 316-AD Letter). The data required to complete our review are listed on the enclosed summary. [ENCLOSE SUMMARY SHEET FROM 316-AD LETTER]

We will not begin a detailed review of the submitted data until we receive the additional required data. We have suspended processing of your request pending our receipt of the data. Once we receive all required data, we will continue our review.

Please note that the deadline for submitting the requested data is (Original Suspense Date). If we do not receive the required data by this date, we will terminate your request. Any data submitted after (Original Suspense Date) will be treated as a new submittal [and will be subject to all submittal/payment procedures, including the review and processing fee for requests of this type. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information].

FEMA receives a very large volume of requests and cannot maintain inactive requests for an indefinite period of time. Therefore, we are unable to grant extensions for the submission of required data/fee for revision requests. If a requester is informed by letter that additional data are required to complete our review of a request, the data/fee must be submitted within 90 days of the date of the letter. [Any fees already paid will be forfeited for any request for which the requested data are not received within 90 days.]

Please direct questions concerning your request to us at the address shown at the bottom of this page. For identification purposes, please include the case number referenced above on all correspondence.

If you have any general questions about your request, Federal Emergency Management Agency (FEMA) policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call

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the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

cc: (CEO, If Other Than Requester)

bcc: Regional Director R____-MT
State NFIP Coordinator
NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Blank lines for address]

IN REPLY REFER TO:
Case No.:
Community:
Community No.:

316-EXT

Dear [Name]:

This responds to your [letter dated (Date of Requester's Letter), requesting / request dated (Date of Requester's Letter)] that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) grant a time extension for the submittal of data requested in our previous letter dated (Date of Previous Data Request). The request for a 90-day extension is hereby granted, and the deadline for submitting the requested data has been extended to (Date of New Deadline).

If we do not receive the required data by this deadline, we will terminate your request. Any data submitted after (Date of New Deadline) will be treated as a new submittal [and will be subject to all submittal/payment procedures, including the review and processing fee for requests of this type. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information]. You may not request an additional time extension to submit this data.

Please send the required data directly to us at the address shown at the bottom of this page. For identification purposes, you must include the case number referenced above on all correspondence.

If you have general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center; toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)
(NSP Contact's Title)

bcc: FCSA
NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-FEE

Dear _____:

This responds to your request dated (Date of Requester's Letter), that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [conditional] revision to the Flood Insurance Rate Map (FIRM) [and Flood Boundary and Floodway Map (FBFM)] for the above-referenced community. Pertinent information about the request is listed below.

Identifier: _____

Flooding Source: _____

FIRM Panel(s) Affected: _____

FBFM Panel(s) Affected: _____

[USE THE FOLLOWING PARAGRAPH IF NO FEE WAS SUBMITTED]

FEMA implemented a procedure to recover costs associated with reviewing and processing requests for modifications to published flood information and maps. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information. In accordance with this schedule, the fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000] and must be submitted before we can begin processing your request. Payment of this fee must be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or credit card payment. For identification purposes, the case number referenced above must be included on the check or money order.

[USE THE FOLLOWING PARAGRAPH IF AN INSUFFICIENT FEE WAS SUBMITTED]

Effective September 19, 2005, FEMA revised the fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps. A copy of the notice summarizing the current fee schedule, which was published in the FEDERAL REGISTER, is enclosed for your information. In accordance with this schedule, the fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. The amount you submitted, \$(Amount Submitted), is not sufficient. The balance, \$(Balance Required), must be submitted before we can begin processing your request. Payment of this fee must be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program (NFIP), or a credit card payment. For identification purposes, the case number referenced above must be included on the check or money order.

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If you choose to forward your payment using the U.S. Postal Service, please send it to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

If you choose to forward your payment using an overnight service, please send it to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

Upon receipt of the requested payment, we will begin our technical review of your request. When you write to us about your request, please include the case number referenced above in your letter. Unless otherwise directed by you in writing, we will keep the submitted data in our files.

If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

[Enclosure / Enclosures]

bcc: FCSA
NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Blank lines for address]

IN REPLY REFER TO:
Case No.:
Community:
Community No.:

316-INT

Dear [Name]:

This is in regard to your (Date of Requester's Letter), request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a [Conditional] Letter of Map Revision for the above-referenced community. In our letter dated (316-ACK.FRQ or 316-ACK.FEX Date), we indicated we were reviewing the data submitted in support of your request and, within [blank] days of the date of that letter, we would notify you if we needed additional data or if we encountered delays.

[USE ONE OF FOLLOWING THREE PASSAGES TO COMPLETE FIRST PARAGRAPH]

- However, with a letter dated (Date of Recent Letter), from [Mr./Ms.] (Requester's Surname or Full Name, Title, and Affiliation of Data Submitter), we received the following additional data: (List of Data). We will review the additional data and will inform you of our findings within [blank] days of the date of this letter.
Because of the complexity of the proposed project, we will need additional time to complete our review. Therefore, we will inform you of our findings within [blank] days of the date of this letter.
Because we have encountered such delays, we will need additional time to complete our review. Therefore, we will inform you of our findings within [blank] days of the date of this letter.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, Federal Emergency Management Agency (FEMA) policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,
NSP Contact's Digitized Signature
(NSP Contact's Name)
(NSP Contact's Title)

National Service Provider for the National Flood Insurance Program

cc: **(Community CEO)**

bcc: NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)

IN REPLY REFER TO:
Case No.: _____
Community: _____
Community No.: _____

316-INVOICE

RE: (Description of Request)

Dear _____:

This letter is to inform you that we have completed our review of the above-referenced request. Upon receiving the required payment (summarized below), the Department of Homeland Security's Federal Emergency Management Agency (FEMA), will issue its determination.

Review and Processing Costs	\$ _____
Amount Already Submitted	\$ _____
Balance Due	\$ _____

Please forward payment for the balance due, 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, to one of the addresses listed below.

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

Using overnight service:
Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on your check or money order. FEMA will not issue a determination until it receives this payment.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-9125

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is the National Service Provider for the National Flood Insurance Program

bcc: FCSA
NSP Case File



NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Blank lines for address]

IN REPLY REFER TO:
Case No.:
Community:
Community No.:

316-REFUND

Dear [Name]:

This responds to your (Date of Requester's Letter), request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) revise the National Flood Insurance Program (NFIP) map for the above-referenced community.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR WHEN REVIEW AND PROCESSING FEE SUBMITTED BY CREDIT CARD]

No review and processing fee is required for your request. Therefore, a refund in the amount of \$(Refund) has been credited to your account electronically as of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR REFUNDS OF OVERPAYMENT OF REVIEW AND PROCESSING FEE WHEN FEE SUBMITTED BY CREDIT CARD]

The correct review and processing fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. Therefore, a refund in the amount of \$(Refund) has been credited to your account electronically as of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS CASHIER'S CHECK OR MONEY ORDER]]

With your request, you submitted a cashier's check or money order in the amount of \$(Fee Submitted) to defray the cost of FEMA's review. No review and processing fees are required for our review of your request. Therefore, a check in the amount of \$(Refund) will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE THE FOLLOWING PARAGRAPH FOR ALL OTHER FEE-EXEMPT REQUEST TYPES WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS CASHIER'S CHECK OR MONEY ORDER]

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-.9125

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is the National Service Provider for the National Flood Insurance Program

With your request, you submitted a cashier's check or money order in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because your request is

- based on natural changes in the Special Flood Hazard Area, no review and processing fee is required.
- based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee is required.
- based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA, no review and processing fee is required.
- based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade, no review and processing fee is required.

Therefore, a check in the amount of **\$(Refund)** will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS A "REGULAR" CHECK]

With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. No review and processing fees are required for our review of your request. Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, FEMA will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR ALL OTHER FEE-EXEMPT REQUEST TYPES WHEN REVIEW AND PROCESSING FEE IS SUBMITTED AS A "REGULAR" CHECK]

With your request, you submitted a check in the amount of **\$(Fee Submitted)** to defray the cost of FEMA's review. Because your request is

- based on natural changes in the Special Flood Hazard Area, no review and processing fee is required.
- based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee is required.
- based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA, no review and processing fee is required.
- based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area], no review and processing fee is required.

Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, FEMA will refund **\$(Refund)** electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

[USE THE FOLLOWING PARAGRAPH FOR OVERPAYMENT OF REVIEW AND PROCESSING FEE WHEN FEE IS SUBMITTED BY CASHIER'S CHECK OR MONEY ORDER]

With your request, you submitted a cashier's check or money order in the amount of \$(**Fee Submitted**) to defray the cost of FEMA's review. The correct review and processing fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. Therefore, a check in the amount of \$(**Refund**) will be forwarded to you under separate cover within 60 days. Please notify us if you do not receive the check within the specified timeframe.

[USE THE FOLLOWING PARAGRAPH FOR OVERPAYMENT OF REVIEW AND PROCESSING FEE WHEN FEE IS SUBMITTED BY "REGULAR" CHECK]

With your request, you submitted a check in the amount of \$(**Fee Submitted**) to defray the cost of FEMA's review. The correct review and processing fee for your request is [\$4,000 /\$4,400/ \$5,000/ \$6,000]. Therefore, as required by provisions of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134), as implemented by the U.S. Treasury via 31 CFR Part 208, FEMA will refund \$(**Refund**) electronically, using the bank information referenced on your check. Please notify us if this refund has not been posted to your account within 30 days of the date of this letter.

We are reviewing the remainder of your request package. When this review is complete, we will inform you of any additional information that may be required to complete the processing. After all technical information has been received and analyzed, the NFIP map may be revised, if appropriate.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call

the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

bcc: FCSA
NSP Case File

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NATIONAL FLOOD INSURANCE PROGRAM
FEMA NATIONAL SERVICE PROVIDER

(Requester Name and Address)
[Blank lines for address]

IN REPLY REFER TO
Case No.:
Community:
Community No.:

316-RETURN

Dear [Name]:

This responds to your (Date of Requester's Letter) request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) revise the National Flood Insurance Program (NFIP) map for the above-referenced community. With your request, you submitted a check in the amount of \$(Fee Submitted) to defray the cost of FEMA's review.

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUEST TO CORRECT A MAPPING OR STUDY ANALYSIS ERROR]

No review and processing fee is required for your request. Therefore, we are returning your check with this letter.

[USE THE FOLLOWING PARAGRAPH FOR ALL OTHER FEE-EXEMPT REQUESTS]

Because your request is

- based on natural changes in the Special Flood Hazard Area/ based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded, no review and processing fee is required.
- based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA, no review and processing fee is required.
- based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area], no review and processing fee is required.

Therefore, we are returning your check with this letter.

[USE THE FOLLOWING PARAGRAPH FOR PAYMENTS THAT CANNOT BE DEPOSITED]

Because your check was

- dated more than 6 months ago, it cannot be deposited in our account.
- written for an amount greater than the fee charged for this type of request, it cannot be deposited in our account.
- made payable to a third party/ (Other Reason)], it cannot be deposited in our account.
- [Other Reason], it cannot be deposited in our account.

Therefore, we are returning your check with this letter and requesting that you prepare a new check or money order in the amount of (Fee Required), made payable in U.S. funds to the National Flood Insurance Program. We request that you submit your payment to one of the addresses listed below.

3601 Eisenhower Avenue, Alexandria, VA 22304 PH:1-877-FEMA MAP FX: 703-960-.9125

The Mapping on Demand Team, under contract with the FEDERAL EMERGENCY MANAGEMENT AGENCY, is the National Service Provider for the National Flood Insurance Program

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

Using Overnight Service:
Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on your check or money order. We will not issue our determination until we receive this payment.

We are reviewing the remainder of your request package. When this review is complete, we will inform you of any additional information that may be required to complete the processing. [After all technical information has been reviewed, the NFIP map may be revised, if appropriate.]

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

NSP Contact's Digitized Signature

(NSP Contact's Name)

(NSP Contact's Title)

bcc: FCSA
NSP Case File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:

Case No.: _____

Community: _____

Community No.: _____

317-PI

Dear _____:

This is in reference to the [Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)/Physical Map Revision (PMR)] issued on (Date of CLOMR/LOMR/PMR), for (Project Name) in your community.

In response to your purchase order, dated (Date of Purchase Order), we sent the aforementioned [CLOMR/LOMR/PMR/] to your office. As of this date, the review and processing fee, [\$4,000 /\$4,400/ \$5,000/ \$6,000], has not been received.

Payment shall be made 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, and should be sent by Registered Mail, Return Receipt Requested to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

If you would prefer to use an overnight service to submit your payment, please use the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on any check or money order.

Any future requests for map actions submitted by your community will not be processed by this office until the review and processing fees cited above have been paid.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, Federal Emergency Management Agency (FEMA) policy, or the National Flood Insurance Program, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

If you have specific questions concerning your request, please call the Revisions Coordinator for your State, **(NSP Revision Coordinator's Name)**, who may be reached at **(NSP Revision Coordinator's Telephone Number)**.

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

cc: **(Local Financial Agency)**

bcc: FCSA
NSP Case File



Federal Emergency Management Agency

Washington, D.C. 20472

(CEO Name and Address)

IN REPLY REFER TO:

Case No.: _____

Community: _____

Community No.: _____

317-PT

Dear _____:

This is in reference to the [Conditional Letter of Map Revision (CLOMR)/Letter of Map Revision (LOMR)/Physical Map Revision (PMR)] issued on **(Date of CLOMR/LOMR/PMR)**, for **(Project Name)** in your community.

In response to your purchase order, dated **(Date of Purchase Order)**, we sent the aforementioned [CLOMR/LOMR/PMR] to your office. As of this date, the review and processing fee, [\$4,000/ \$4,400/ \$5,000/ \$6,000], have not been received. Any future requests for map actions submitted by your community will not be processed by this office until these review and processing fees are paid.

Payment shall be made 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, and should be sent by Registered Mail, Return Receipt Requested to the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
P.O. Box 22787
Alexandria, VA 22304

If you would prefer to use an overnight service to submit your payment, please use the following address:

Federal Emergency Management Agency
Fee-Charge System Administrator
3601 Eisenhower Avenue
Alexandria, VA 22304

For identification purposes, the case number referenced above must be included on any check or money order.

If you write to us about your request, please include the case number shown above in your letter. If you have any general questions about your request, Federal Emergency Management Agency (FEMA) policy, or the National Flood Insurance Program, please call our Map Assistance Center, toll free, at 1-877-FEMA MAP (1-877-336-2627).

If you have specific questions concerning your request, please call the Revisions Coordinator for your State, (NSP Revision Coordinator's Name), who may be reached at (NSP Revision Coordinator's Telephone Number).

Sincerely,

William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

cc: (Local Financial Agency)

bcc: FCSA
NSP Case File



Federal Emergency Management Agency

Washington, D.C. 20472

CSC LOMR FORM

MEMORANDUM FOR: Sylvia Faulkner, Operating Accountant
Reports and Control Branch OC-AC

FROM: William R. Blanton, Jr., CFM, Chief *William R Blanton Jr*
Engineering Management Section
Mitigation Division

SUBJECT: Letter of Map Revision for the (Community Name)

The attached Letter of Map Revision is being transmitted to notify you of the deletion of a flood insurance risk zone designation or the addition of a previously nonexistent flood insurance risk zone designation on the Flood Insurance Rate Map for the subject community.

Please change your records to reflect this deleted or additional zone designation on the referenced Flood Insurance Rate Map.

Attachment

bcc: NSP Case File

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Federal Emergency Management Agency

Washington, D.C. 20472

LOMR Determination Cover Letter

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

The Honorable

IN REPLY REFER TO:

Case No.:
Community Name:
Community No.:
Effective Date of
This Revision:

Dear :

The Flood Insurance Study report and Flood Insurance Rate Map for your community have been revised by this Letter of Map Revision (LOMR). Please use the enclosed annotated map panel(s) revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals issued in your community. Please note that the case number referenced above was changed to accommodate our digital processing.

Additional documents are enclosed which provide information regarding this LOMR. Please see the List of Enclosures below to determine which documents are included. Other attachments specific to this request may be included as referenced in the Determination Document. If you have any questions regarding floodplain management regulations for your community or the National Flood Insurance Program (NFIP) in general, please contact the Consultation Coordination Officer for your community. If you have any technical questions regarding this LOMR, please contact the Director, Flood Insurance and Mitigation Division of the Department of Homeland Security's Federal Emergency Management Agency (FEMA) in **(RO City and State)**, at **(RO Telephone Number)**, or the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP). Additional information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

Sincerely,

bcc: Regional Director R5-MT
State NFIP Coordinator
MT-RA-EM **(Program Specialist)**

(Project Engineer Name), Project Engineer
Engineering Management Section
Mitigation Division

For: William R. Blanton Jr., CFM, Chief
Engineering Management Section
Mitigation Division

List of Enclosures:

Letter of Map Revision Determination Document
Annotated Flood Insurance Rate Map
Annotated Flood Insurance Study Report
NSP Case File
MT-RA-EM: **(Project Engineer)**

LOMR DETERMINATION COVER LETTER COMPLETION INFORMATION

CEO Name & Address – Populated from CIS database information for the community

Case No. – Populated from MIP

Community Name – Populated from MIP

Community No. – Populated from MIP

Salutation – Populated from MIP

First sentence – Logic incorporated to populate Flood Insurance Study (FIS) report only when it is being revised based on Community Information Screen – Enclosures Section. If “Date of Effective Flood Insurance Study” is selected as an enclosure, then FIS report will populate in first paragraph

Second paragraph – Will populate information for Consultation Coordination Officer (CCO) based on the appropriate FEMA Region

Signature Block – Will populate FEMA Project Engineer specific to the FEMA Region

Carbon Copy Block – Will populate names and addresses from contacts entered in MIP on “Main Requestor” and “Other Addresses” screens

Blind Carbon Copy Block – Will populate appropriate FEMA Region. User will need to input manager:
lead:engineer initials



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION DETERMINATION DOCUMENT

COMMUNITY AND REVISION INFORMATION		PROJECT DESCRIPTION	BASIS OF REQUEST
COMMUNITY	3	4	5
	COMMUNITY NO.: 6		
IDENTIFIER	7	APPROXIMATE LATITUDE & LONGITUDE: SOURCE: DATUM:	8
ANNOTATED MAPPING ENCLOSURES		ANNOTATED STUDY ENCLOSURES	
TYPE:	NO.: DATE:		
11A		11B	

Enclosures reflect changes to flooding sources affected by this revision.

* FIRM - Flood Insurance Rate Map; ** FBFM - Flood Boundary and Floodway Map; *** FHBM - Flood Hazard Boundary Map

FLOODING SOURCE(S) & REVISED REACH(ES)

See Page 2 for Additional Flooding Sources

9

SUMMARY OF REVISIONS

Flooding Source	Effective Flooding	Revised Flooding	Increases	Decreases
10				

10

* BFEs - Base Flood Elevations

DETERMINATION

This document provides the determination from the Department of Homeland Security's Federal Emergency Management Agency (FEMA) regarding a request for a Letter of Map Revision (LOMR) for the area described above. Using the information submitted, we have determined that a revision to the flood hazards depicted in the Flood Insurance Study (FIS) report and/or National Flood Insurance Program (NFIP) map is warranted. This document revises the effective NFIP map, as indicated in the attached documentation. Please use the enclosed annotated map panels revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals in your community.

12

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMR Depot, 3601 Eisenhower Avenue, Alexandria, VA 22304. Additional Information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

13

(Project Engineer Name), Project Engineer
Engineering Management Section
Mitigation Division

Issue Date:

Effective Date:

Case No.: 04-05-A652P

LOMR-APP



Federal Emergency Management Agency
Washington, D.C. 20472

**LETTER OF MAP REVISION
DETERMINATION DOCUMENT (CONTINUED)**

OTHER FLOODING SOURCES AFFECTED BY THIS REVISION

FLOODING SOURCE(S) & REVISED REACH(ES)

SUMMARY OF REVISIONS

Flooding Source	Effective Flooding	Revised Flooding	Increases	Decreases
-----------------	--------------------	------------------	-----------	-----------

* BFEs - Base Flood Elevations

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMR Depot, 3601 Eisenhower Avenue, Alexandria, VA 22304. Additional Information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

(Project Engineer Name) Project Engineer
Engineering Management Section
Mitigation Division



Federal Emergency Management Agency
Washington, D.C. 20472

**LETTER OF MAP REVISION
DETERMINATION DOCUMENT (CONTINUED)**

OTHER COMMUNITIES AFFECTED BY THIS REVISION

CID Number: **Name:**

AFFECTED MAP PANELS

AFFECTED PORTIONS OF THE FLOOD INSURANCE STUDY REPORT

TYPE: NO.: DATE:

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMR Depot, 3601 Eisenhower Avenue, Alexandria, VA 22304. Additional Information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

(Project Engineer), Project Engineer
Hazard Identification Section
Mitigation Division



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION DETERMINATION DOCUMENT (CONTINUED)

COMMUNITY INFORMATION

APPLICABLE NFIP REGULATIONS/COMMUNITY OBLIGATION

We have made this determination pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (P.L. 93-234) and in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, P.L. 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Pursuant to Section 1361 of the National Flood Insurance Act of 1968, as amended, communities participating in the NFIP are required to adopt and enforce floodplain management regulations that meet or exceed NFIP criteria. These criteria, including adoption of the FIS report and FIRM, and the modifications made by this LOMR, are the minimum requirements for continued NFIP participation and do not supersede more stringent State/Commonwealth or local requirements to which the regulations apply. **16**

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COMMUNITY REMINDERS

18

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMR Depot, 3601 Eisenhower Avenue, Alexandria, VA 22304. Additional Information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

(Project Engineer Name), Project Engineer
Hazard Identification Section
Mitigation Division



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION DETERMINATION DOCUMENT (CONTINUED)

STATUS OF THE COMMUNITY NFIP MAPS

19

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMR Depot, 3601 Eisenhower Avenue, Alexandria, VA 22304. Additional Information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

(Project Engineer Name), Project Engineer
Engineering Management Section
Mitigation Division



Federal Emergency Management Agency
Washington, D.C. 20472

**LETTER OF MAP REVISION
DETERMINATION DOCUMENT (CONTINUED)**

PUBLIC NOTIFICATION OF REVISION

PUBLIC NOTIFICATION

FLOODING SOURCE	LOCATION OF REFERENCED ELEVATION	BFE (FEET NGVD)		MAP PANEL NUMBER(S)
		EFFECTIVE	REVISED	

20

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMR Depot, 3601 Eisenhower Avenue, Alexandria, VA 22304. Additional Information about the NFIP is available on our website at <http://www.fema.gov/nfip>.

(Project Engineer) Project Engineer
Engineering Management Section
Mitigation Division

DETERMINATION DOCUMENT NOTES

Page numbers – Auto populated by MIP on each page

Case no. – Automatically populated by MIP on each page

Variable 2 – LOMR-APP auto populated by MIP on each page

Variable 3 – Community, County, and State auto populated by MIP

Variable 4 – Automatically populated by MIP based on user input within Process Request Activity, Project Data Module, Project Description Section

Variable 5 – Automatically populated by MIP based on user input within Process Request Activity, Project Data Module, Basis of Request Section

Variable 6 – Automatically populated by MIP

Variable 7 – Automatically populated by MIP based on user input within Process Request Activity, Project Data Module, Identifier Section

Variable 8 – Automatically populated by MIP based on user input within Process Request, Community Information Module, Latitude and Longitude Section

Variable 9 – Automatically populated by MIP based on user input within Flooding Source module. If multiple flooding sources require a second page, then this additional page will be auto populated by MIP along with the note “See Page 2 for Additional Flooding Sources”

Variable 10 – Automatically populated by MIP based on user input within Process Request, Community Information Module, Summary of Revisions Section. If multiple summaries (more than 3 rows) require a second page, then this additional page will be auto populated by MIP.

Variable 11A – Automatically populated by MIP based on user input within Process Request, Community Information Module, Annotated Study & Mapping Enclosures section. The date of the map panel is auto populated based on the Mapping Service Center (MSC) database.

Variable 11B – Automatically populated by MIP based on user input within Process Request, Community Information Module, Annotated Study & Mapping Enclosures section.

Variable 12 – Automatically populated by MIP

Variable 13 – Automatically populated by MIP

Variable 14 – Automatically populated for FEMA Project Engineer specific to the region

Variable 15 – Automatically populated additional page if LOMR is a multiple community revision based on user input within Process Request, Community Information Module

Variable 16 – Automatically populated by MIP

Variable 17 – Automatically populated by MIP based on logic. See “Applicable Regulations/Community Obligation (17A & B)” below

Variable 18 – Automatically populated by MIP based on logic. See “Community Reminders (18A – 18R)” below

Variable 19 – Automatically populated by MIP based on logic. See “Status of NFIP Maps (19A – 19I)” below

Variable 20 – Automatically populated by MIP based on logic. See “Public Notification (20A – 20H)” below

Applicable Regulations/Community Obligation (17A & B)

This section lists variable regulations and/or community obligations as they apply for different LOMRs. The variables used in this section of the Determination Document are listed below.

PARAGRAPH 17A – APPLICABLE NFIP REGULATIONS/COMMUNITY OBLIGATION

We provide the floodway designation to your community as a tool to regulate floodplain development. Therefore, the floodway revision we have described in this letter, while acceptable to us, must also be acceptable to your community and adopted by appropriate community action, as specified in Paragraph 60.3(d) of the NFIP regulations.

→ **Logic:** *Community Info Screen – Summary of Revisions Section*

Populate if “**Floodway**” is selected from the drop down “**Effective Flooding**” **AND/OR** “**Revised Flooding**” in the Summary of Revisions Section on the Community Info screen.

PARAGRAPH 17B – APPLICABLE NFIP REGULATIONS/COMMUNITY OBLIGATION

NFIP regulations Subparagraph 60.3(b)(7) requires communities to ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained. This provision is incorporated into your community’s existing floodplain management ordinances; therefore, responsibility for maintenance of the altered or relocated watercourse, including any related appurtenances such as bridges, culverts, and other drainage structures, rests with your community. We may request that your community submit a description and schedule of maintenance activities necessary to ensure this requirement.

→ **Logic:** *Project Data Screen – Project Description Section*

When field “Project Description” equals “No Project”, “Coastal Structure”, “Levee”, “Fill” or any combination of these values to each other, don’t populate paragraph 17B.

For all other field “Project Description” values, populate 17B.

Community Reminders (18A – 18R)

The variables in this section of the Determination Document are listed below.

PARAGRAPH 18A* – COMMUNITY REMINDERS

We based this determination on the 1-percent-annual-chance flood discharges computed in the FIS for your community without considering subsequent changes in watershed characteristics that could increase flood discharges. Future development of projects upstream could cause increased flood discharges, which could cause increased flood hazards. A comprehensive restudy of your community’s flood hazards would consider the cumulative effects of development on flood discharges subsequent to the publication of the FIS report for your community and could, therefore, establish greater flood hazards in this area.

→ **Logic:** *Project Data Screen – Basis of Request*

Populate if Basis of Request *does not* equal “**Hydrologic Analysis**” or “**Coastal Analysis**”

PARAGRAPH 18B* – COMMUNITY REMINDERS

We based this determination on the 1-percent-annual-chance discharges computed in the submitted hydrologic model. Future development of projects upstream could cause increased discharges, which could cause increased flood hazards. A comprehensive restudy of your community’s flood hazards would consider the cumulative effects of development on discharges and could, therefore, indicate that greater flood hazards exist in this area.

→ **Logic:** *Project Data Screen – Basis of Request*

Populate if Basis of Request equals “**Hydrologic Analysis**” only or in addition to any other selection (excluding “Coastal Analysis”)

PARAGRAPH 18C – COMMUNITY REMINDERS

Your community must regulate all proposed floodplain development and ensure that permits required by Federal and/or State/Commonwealth law have been obtained. State/Commonwealth or community officials, based on knowledge of local conditions and in the interest of safety, may set higher standards for construction or may limit development in floodplain areas. If your State/Commonwealth or community has adopted more restrictive or comprehensive floodplain management criteria, those criteria take precedence over the minimum NFIP requirements.

→ **Logic:** Always populated

PARAGRAPH 18D – COMMUNITY REMINDERS

We will not print and distribute this LOMR to primary users, such as local insurance agents or mortgage lenders; instead, the community will serve as a repository for the new data. We encourage you to disseminate the information in this LOMR by preparing a news release for publication in your community's newspaper that describes the revision and explains how your community will provide the data and help interpret the NFIP maps. In that way, interested persons, such as property owners, insurance agents, and mortgage lenders, can benefit from the information.

→ **Logic:** Always populated

PARAGRAPH 18E – COMMUNITY REMINDERS

We have enclosed a document entitled "List of Current Flood Insurance Study Data," which includes this letter, to help your community maintain all information for floodplain management and flood insurance. If any of the items in that document are not filed in your community's map repository, please contact the FEMA Map Assistance Center at the number listed below for information on how to obtain those items.

→ **Logic:** Never populated; paragraph is obsolete

PARAGRAPH 18F – COMMUNITY REMINDERS

This revision has met our criteria for removing an area from the 1-percent-annual-chance floodplain to reflect the placement of fill. However, we encourage you to require that the lowest adjacent grade and lowest floor (including basement) of any structure placed within the subject area be elevated to or above the Base (1-percent-annual-chance) Flood Elevation.

→ **Logic:** *Project Data Screen – Project Description*
Populate if Project Description equals “**Fill**” only or in addition to any other selection

PARAGRAPH 18G – COMMUNITY REMINDERS

We have designated a Consultation Coordination Officer (CCO) to assist your community. The CCO will be the primary liaison between your community and FEMA. For information regarding your CCO, please contact:

→ **Logic:** Always populated

PARAGRAPH 18H – COMMUNITY REMINDERS

Mr. Kevin Merli
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region I
99 High Street, Sixth Floor
Boston, MA 02110
(617) 832-4761

→ **Logic:** Populated for Region I

PARAGRAPH 18I – COMMUNITY REMINDERS

Mr. Michael Dabney
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region II
26 Federal Plaza, Room 1351
New York, NY 10278
(212) 225-7200

→ **Logic:** Populated for Region II

PARAGRAPH 18J – COMMUNITY REMINDERS

Mr. Eugene K. Gruber
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region III
One Independence Mall, Sixth Floor
615 Chestnut Street
Philadelphia, PA 19106-4404
(215) 931-5512

→ **Logic:** Populated for Region III

PARAGRAPH 18K – COMMUNITY REMINDERS

Mr. A. Todd Davison
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region IV
Koger Center – Rutgers Building
3003 Chamblee Tucker Road
Atlanta, GA 30341
(770) 220-5400

→ **Logic:** Populated for Region IV

PARAGRAPH 18L – COMMUNITY REMINDERS

Mr. Norbert Schwartz
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region V
536 South Clark Street, Sixth Floor
Chicago, IL 60605
(312) 408-5543 (IN, MI, OH) (312) 408-5529 (IL, MN, WI)

→ **Logic:** Populated for Region V

PARAGRAPH 18M – COMMUNITY REMINDERS

Mr. Frank Pagano
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region VI
Federal Regional Center, Room 206
800 North Loop 288
Denton, TX 76209

(940) 898-5127

→ **Logic:** Populated for Region VI

PARAGRAPH 18N – COMMUNITY REMINDERS

Mr. Robert G. Bissell
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region VII
9221 Ward Parkway, Suite 300
Kansas City, MO 64114
(816) 283-7002

→ **Logic:** Populated for Region VII

PARAGRAPH 18O – COMMUNITY REMINDERS

Ms. Jeanine D. Petterson
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region VIII
Denver Federal Center, Building 710
P.O. Box 25267
Denver, CO 80225-0267
(303) 235-4830

→ **Logic:** Populated for Region VIII

PARAGRAPH 18P – COMMUNITY REMINDERS

Ms. Sally M. Ziolkowski
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region IX
1111 Broadway Street, Suite 1200
Oakland, CA 94607-4052
(510) 627-7175

→ **Logic:** Populated for Region IX

PARAGRAPH 18Q – COMMUNITY REMINDERS

Mr. Carl L. Cook, Jr.
Director, Federal Insurance and Mitigation Division
Federal Emergency Management Agency, Region X
Federal Regional Center
130 228th Street Southwest
Bothell, WA 98021-9796
(425) 487-4682

→ **Logic:** Populated for Region X

PARAGRAPH 18R* – COMMUNITY REMINDERS

We based this determination on the 1-percent-annual-chance stillwater elevations computed in the FIS for your community. A comprehensive restudy of your community’s flood hazards could establish greater flood hazards in this area.

→ **Logic:** *Project Data Screen – Basis of Request*

Populate if Basis of Request equals “**Coastal Analysis**” only or in addition to any other selection

*** Paragraphs 18A, 18B, and 18R are exclusive – only one will be populated**

Status of NFIP Maps (19A – 19I)

This section lists the status of the NFIP maps and FIS report for the community. The variables for this section are listed below.

19A – [WHEN PHYSICAL MAP REVISION WILL NOT FOLLOW AND NO OTHER MAP UPDATE ACTIVITIES ARE IN PROGRESS]

We will not physically revise and republish the FIRM and FIS report for your community to reflect the modifications made by this LOMR at this time. When changes to the previously cited FIRM panel[s] and FIS report warrant physical revision and republication in the future, we will incorporate the modifications made by this LOMR at that time.

19B – [WHEN PHYSICAL MAP REVISION WILL FOLLOW (TWO PARAGRAPHS)]

We will physically revise and republish the previously cited FIRM panel(s) and the FIS report to reflect the modifications made by this LOMR, and issue Preliminary copies for community review. So that we may provide your community with the most up-to-date information possible, we request that your community review the effective FIRM panel(s) referenced above and the effective FIS report to determine if any additional changes are warranted. Examples of possible changes include updates to corporate limits, new streets within or adjacent to designated SFHAs, and revised floodway boundary delineations.

To assist us in processing the revised FIRM and FIS report in a timely manner, we request that your community submit changes within 30 days of the date of this letter. We will review all information received during this 30-day period and incorporate it, as appropriate, into the Preliminary copies of the revised FIRM and FIS report. The Preliminary copies are scheduled to be delivered for review in approximately months.

19C – [WHEN PHYSICAL MAP REVISION IS ONGOING]

Based on new detailed flood hazard information for the subject community, we plan to physically revise and republish the previously cited FIRM panel(s) and the FIS report for your community. We will incorporate the modifications made by this LOMR into the revised map panel(s) and FIS report before we issue Preliminary copies for review by your community. The Preliminary copies are scheduled to be delivered for review in approximately months.

19D – [WHEN RFIS IS ONGOING]

The modifications made by this LOMR are based on data used to prepare the effective FIRM. We are reviewing a detailed analysis for . When the results of the new analysis are incorporated and the

revised FIRM [and FIS report] become[s] effective, the new FIRM will supersede this LOMR. If appropriate, the new map panel(s) and FIS report will reflect the modifications made by this LOMR.

19E – [WHEN EFFECTIVE FBFM IS NOT BEING REVISED BECAUSE FLOODWAY IS NOT AFFECTED BY REVISION]

Because this revision does not involve floodway changes, we are not revising the Flood Boundary and Floodway Map (FBFM); therefore, no annotated copies of the FBFM are enclosed. Unless a subsequent physical map revision involves floodway changes for the FBFM panel(s), we will not revise the FBFM to show the modifications described in this LOMR.

19F – [WHEN PREPARATION OF PRELIMINARY DFIRM OR OTHER NEW COUNTYWIDE MAP IS ONGOING]

We are preparing a revised FIRM and FIS report for _____ County in our countywide format; therefore, we will not physically revise and republish the FIRM and FIS report for your community to incorporate the modifications made by this LOMR at this time. Preliminary copies of the countywide FIRM and FIS report, which will present information from the effective FIRMs and FIS reports for your community and [other] incorporated communities in _____ County, will be distributed for review in approximately _____ months. We will incorporate the modifications made by this LOMR into the Preliminary countywide FIRM before it is distributed, and the modifications will be included when the countywide FIRM becomes effective.

19G – [WHEN PRELIMINARY DFIRM OR OTHER NEW COUNTYWIDE MAP HAS BEEN SUBMITTED TO COMMUNITY FOR REVIEW]

We are processing a revised FIRM and FIS report for _____ County in our countywide format; therefore, we will not physically revise and republish the FIRM and FIS report for your community to incorporate the modifications made by this LOMR at this time. Preliminary copies of the countywide FIRM and FIS report, which present information from the effective FIRMs and FIS reports for your community and [other] incorporated communities in _____ County, were submitted to your community for review on _____. We will incorporate the modifications made by this LOMR into the countywide FIRM and FIS report before they become effective.

19H – [WHEN RESULTS OF LOMR WILL NOT BE INCLUDED IN AN ONGOING UPDATE TO THE FIRM, AND WILL BE SUPERSEDED WHEN THE FIRM BECOMES EFFECTIVE]

We are processing a revised FIRM and FIS report for your community, which will become effective on _____. Because the effective date has already been established, we will not incorporate the modifications made by this LOMR into the revised FIRM and FIS report before they become effective. Therefore, the modifications made by this LOMR will be superseded when the revised maps and FIS report become effective. After the effective date, we will issue a letter to revalidate the modifications made by this LOMR and revise the newly effective FIRM and FIS report.

19I – [WHEN RESULTS OF LOMR WILL NOT BE INCLUDED IN A NEW COUNTYWIDE FIRM AND FIS REPORT, AND WILL BE SUPERSEDED WHEN THE FIRM AND FIS REPORT BECOME EFFECTIVE]

We are processing a FIRM and FIS report for _____ County, _____, and its incorporated areas in our countywide format. The countywide FIRM and FIS report, which include flood hazard information for your community, will become effective on _____. Because the effective date has already been established, we will not incorporate the modifications made by this LOMR into the countywide FIRM and FIS report before they become effective. Therefore, the modifications made by this LOMR will be superseded when the countywide FIRM and FIS report become effective. After the effective date, we will

issue a letter to revalidate the modifications made by this LOMR and revise the newly effective FIRM and FIS report.

→ **Logic:** *Community Info Screen – Community Information Section*
Paragraphs populated based on user selection.

Public Notification (20A – 20H)

Included in this section are dates and newspapers for public notification, along with various paragraphs stating the time period for citizens to request reconsideration of the determination. The time period will vary depending on the type of revision.

20A – [SFHA and/or Floodway Decrease]

This revision is effective as of the date of this letter. Any requests to review or alter this determination should be made within 30 days and must be based on scientific or technical data.

20B – [BFE Decrease] OR [BFE Decrease and SFHA and/or Floodway Decrease]

Within 90 days of the second publication in the local newspaper, any interested party may request that we reconsider this determination. Any request for reconsideration must be based on scientific or technical data. This revision is effective as of the date of this letter. However, until the 90-day period has elapsed, the revised BFEs presented in this LOMR may be changed.

A notice of changes will be published in the FEDERAL REGISTER. This information also will be published in your local newspaper on or about the dates listed below.

LOCAL NEWSPAPER Name: *A LOCAL NEWSPAPER*
Dates: 00/00/2005 00/00/2005

20C – [SFHA and/or Floodway Increase] (Compliant – N)*

This revision will become effective 30 days from the date of this letter. Any requests to review or alter this determination should be made within 30 days and must be based on scientific or technical data.

20D – The following paragraphs are used for both [SFHA and/or Floodway Increase] (Non-Compliant – N or N&A)* and [BFE Increase and SFHA and/or Floodway Increase or Decrease] OR [BFE Decrease and SFHA and/or Floodway Increase] OR [New BFE] (Non-Compliant – N or N&A)*

Within 6 months from the date of this letter, your community must adopt floodplain management ordinances that meet the standards of Paragraph 60.3 [(b / c / d / e / d and e)] of the NFIP regulations as a condition of continued eligibility in the NFIP. These standards are the minimum requirements for continued NFIP participation and do not supersede more stringent State/Commonwealth or local requirements. Your community must enact all of the standards specified in Paragraph 60.3 [(b / c / d / e / d and e)] of the NFIP regulations in a legally enforceable document, including adopting the revisions made by this LOMR. Your community should have enacted some of the standards already, as a condition of continued eligibility. Your community must meet any additional requirements by either:

- Amending existing ordinances to incorporate any additional requirements of Paragraph 60.3 [(b / c / d / e / d and e)]; or

- Adopting all of the standards of Paragraph 60.3 [(b / c / d / e / d and e)] into one new, comprehensive set of ordinances; or
- Showing evidence that ordinances already exist that meet or exceed the minimum requirements of Paragraph 60.3 [(b / c / d / e / d and e)].

Use the map panel(s) listed above and revised by this letter for flood insurance policies and renewals issued for property located on this panel after the effective date of this LOMR. This revision will be effective 6 months from the date of this letter; however, you may accelerate the effective date by submitting to your CCO earlier than the 6-month requirement evidence that the aforementioned actions have been taken.

20E – [BFE Increase and SFHA and/or Floodway Increase or Decrease] OR [BFE Decrease and SFHA and/or Floodway Increase] OR [New BFE] (Compliant - N)*

Within 90 days of the second publication in the local newspaper, a citizen may request that we reconsider this determination. Any request for reconsideration must be based on scientific or technical data. Therefore, this letter will be effective only after the 90-day appeal period has elapsed and we have resolved any appeals that we receive during this appeal period. Until this LOMR is effective, the revised BFEs presented in this LOMR may be changed.

A notice of changes will be published in the FEDERAL REGISTER. This information also will be published in your local newspaper on or about the dates listed below.

LOCAL NEWSPAPER Name: *A LOCAL NEWSPAPER*
 Dates: 00/00/2005 00/00/2005

20F – [BFE Increase and SFHA and/or Floodway Increase or Decrease] OR [BFE Decrease and SFHA and/or Floodway Increase] OR [New BFE] (Compliant – N&A)*

Within 90 days of the second publication in the local newspaper, a citizen may request that we reconsider this determination. Any request for reconsideration must be based on scientific or technical data. This revision is effective as of the date of this letter. However, until the 90-day period has elapsed, the revised BFEs presented in this LOMR may be changed.

A notice of changes will be published in the FEDERAL REGISTER. This information also will be published in your local newspaper on or about the dates listed below.

LOCAL NEWSPAPER Name: *A LOCAL NEWSPAPER*
 Dates: 00/00/2005 00/00/2005

20G –

Within 90 days of the second publication in the local newspaper, a citizen may request that we reconsider this determination. Any request for reconsideration must be based on scientific or technical data. This revision will become effective 30 days from the date of this letter. However, until the 90-day period has elapsed, the revised BFEs presented in this LOMR may be changed.

A notice of changes will be published in the FEDERAL REGISTER. This information also will be published

in your local newspaper on or about the dates listed below.

LOCAL NEWSPAPER Name: *A LOCAL NEWSPAPER*
Dates: 00/00/2005 00/00/2005

20 H –

Within 6 months from the date of this letter, your community must adopt floodplain management ordinances that meet the standards of Paragraph 60.3 [(b / c / d / e / d and e)] of the NFIP regulations as a condition of continued eligibility in the NFIP. These standards are the minimum requirements for continued NFIP participation and do not supersede more stringent State/Commonwealth or local requirements. Your community must enact all of the standards specified in Paragraph 60.3 [(b / c / d / e / d and e)] of the NFIP regulations in a legally enforceable document, including adopting the revisions made by this LOMR. Your community should have enacted some of the standards already, as a condition of continued eligibility. Your community must meet any additional requirements by either:

- Amending existing ordinances to incorporate any additional requirements of Paragraph 60.3 [(b / c / d / e / d and e)]; or
- Adopting all of the standards of Paragraph 60.3 [(b / c / d / e / d and e)] into one new, comprehensive set of ordinances; or
- Showing evidence that ordinances already exist that meet or exceed the minimum requirements of Paragraph 60.3 [(b / c / d / e / d and e)].

Use the map panel(s) listed above and revised by this letter for flood insurance policies and renewals issued for property located on this panel after the effective date of this LOMR. This revision will be effective 6 months from the date of this letter; however, you may accelerate the effective date by submitting to your CCO earlier than the 6-month requirement evidence that the aforementioned actions have been taken.

A notice of changes will be published in the FEDERAL REGISTER. This information also will be published in your local newspaper on or about the dates listed below.

LOCAL NEWSPAPER Name: *A LOCAL NEWSPAPER*
Dates: 00/00/2005 00/00/2005

→ Logic: *Community Info Screen – Determination Section*

The user input values in the Determination section are plugged into the Letter Code Matrix below to populate Letter Code (i.e. 102-IAC, 102-D, etc.). The Letter Code will then be plugged into the Paragraph Code Matrix determine which paragraph to populate.

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Paragraph Code Matrix

BFE	SFHA	Affected Owner	Ordinance	Letter Code	Paragraph
NC	Incr	2	Yes	102-I	20D
NC	Incr	2	No	102-I-C	20C
NC	Incr	1	No	102-I-C	20C
NC	Decr	3	No	102-D	20A
Incr	Incr	2	No	102-I-A-C	20E
Incr	Incr	1	Yes	102-I-A	20D
Incr	Incr	1	No	102-I-A-C	20F
Incr	Decr	2	No	102-I-A-C	20E
Incr	Decr	1	Yes	102-I-A	20H
Incr	Decr	1	No	102-I-A-C	20F
Decr	Incr	2	No	102-I-A-C	20E
Decr	Incr	1	Yes	102-I-A	20H
Decr	Incr	1	No	102-I-A-C	20F
Decr	Decr	3	No	102-D-A	20B

Legend

Affected

Owner:

- 1 Notified Accepted
- 2 Notified Not Accepted
- 3 Not Required

NC No Change

Incr Increase

Decr Decrease

Decr

Note: Incr in matrix = Incr & Decr user input

Aqua colored column added 7/20/2005 for R3 Determination Document

 New

Letter Code Matrix

BFE	SFHA	Affected Owner	Ordinance	Letter Code
NC	NC	3	Yes	102-D
NC	NC	3	No	102-D
NC	Decr	3	Yes	102-D
NC	Decr	3	No	102-D
NC	Incr	1	Yes	102-I-C
NC	Incr	1	No	102-I
NC	Incr	2	Yes	102-I-C
NC	Incr	2	No	102-I
Incr	NC	1	Yes	102-I-A-C
Incr	NC	1	No	102-I-A
Incr	NC	2	Yes	102-I-A-C
Incr	NC	2	No	102-I-A
Incr	Decr	1	Yes	102-I-A-C
Incr	Decr	1	No	102-I-A
Incr	Decr	2	Yes	102-I-A-C
Incr	Decr	2	No	102-I-A
Incr	Incr	1	Yes	102-I-A-C
Incr	Incr	1	No	102-I-A
Incr	Incr	2	Yes	102-I-A-C
Incr	Incr	2	No	102-I-A
Decr	NC	3	Yes	102-D-A
Decr	NC	3	No	102-D-A
Decr	Decr	3	Yes	102-D-A
Decr	Decr	3	No	102-D-A
Decr	Incr	1	Yes	102-I-A-C
Decr	Incr	1	No	102-I-A
Decr	Incr	2	Yes	102-I-A-C
Decr	Incr	2	No	102-I-A



Federal Emergency Management Agency

Washington, D.C. 20472

REFUND1.MEM

MEMORANDUM FOR: Sylvia Faulkner, Operating Accountant
Reports and Control Branch OC-AC

FROM: William R. Blanton, Jr., CFM, Chief
Engineering Management Section
Mitigation Division

SUBJECT: Refund Check, Case No. _____

[Mr./Ms.] (**Name of Requester**) submitted a check or money order in the amount of \$(**Amount of Check**) to obtain a [conditional] map revision for the (**Community Name**). That check or money order (copy attached) was forwarded to the Fee-Collection System Administrator on (**Date Sent To FCSA**).

[USE THE FOLLOWING PARAGRAPH FOR FEE-EXEMPT REQUESTS]

We have since been informed that the request qualifies for exemption from the review and processing fee requirement because it [SELECT ONE OF THE FOLLOWING]

- corrects a mapping or study analysis error.
- is based on natural changes in the Special Flood Hazard Area.
- is based on a federally sponsored flood-control project where 50 percent or more of the project's costs are federally funded.
- is based on a detailed hydrologic or hydraulic study conducted by a Federal, State, or local agency to replace an approximate study conducted by FEMA.
- is based on flood hazard information meant to improve upon that shown on the flood map or within the flood study, and does not partially or wholly incorporate manmade modifications within the Special Flood Hazard Area.

[USE THE FOLLOWING PARAGRAPH FOR OVERPAYMENTS]

The review and processing fee submitted is incorrect. The correct review and processing fee for a request of this type is (**Fee Amount**).

Please issue a refund check for the amount of \$(**Amount To Be Refunded**), made payable to (**Name of Requester**). When the check is ready, please mail it to:

(Name and Address of Requester)

If you have any questions, please contact (**FEMA Coordinator's Name**) of our staff, either by telephone at (**FEMA Coordinator's Telephone Number**) or by facsimile at (202) 646-4596.

Attachment

cc: Fee-Charge System Administrator

Appropriation Number: _____

Accounting Classification: _____

Vendor No.: _____

Secondary Reference No.: _____

bcc: NSP Case File



Federal Emergency Management Agency

Washington, D.C. 20472

RINSTATE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(CEO Name and Address)

Dear _____:

I am happy to inform you that, based on the Department of Homeland Security's Federal Emergency Management Agency (FEMA) review, the floodplain management measures for the **(Full Community Name)** that were submitted to meet the requirements of Paragraph 60.3 [(c/ d/ e / d and e)] of the National Flood Insurance Program (NFIP) regulations satisfactorily meet the program requirements at this time. Pursuant to Section 59.24 of these regulations, the **(Full Community Name)** has been reinstated as a participating community effective **(Effective Date of Reinstatement)**.

There is a 30-day waiting period before a newly purchased flood insurance policy takes effect, or for any additional coverage or endorsement that may increase policy limits. The waiting period ends and the policy takes effect at 12:01 a.m. on the 30th calendar day after the insurance policy application date and the payment of premium.

There are 10 exceptions to the 30-day waiting period. The two most common exceptions are described here for your information. First, when the initial purchase of flood insurance is in connection with making, increasing, extending, or renewing a loan, there is no waiting period and coverage is effective immediately. Second, when the purchase of the flood insurance is related to the revision of a Flood Hazard Boundary Map or Flood Insurance Rate Map (FIRM), there is a 1-day waiting period. Flood insurance coverage the takes effect at 12:01 a.m. on the day after the coverage is purchased for a structure located in a Special Flood Hazard Area (SFHA), an area subject to inundation by the base (1-percent-annual-chance, or 100-year) flood, on the revised flood map, which was not previously located in an SFHA before the map revision. This exception is limited to a 13-month period that starts on the date we issue the revised map. Information concerning the remaining exceptions is detailed in the enclosed "Policy Issuance 5-98," dated October 1, 1998, issued by the NFIP.

The FIRM, which shows the Base Flood Elevations (BFEs) established for your community, became effective on **(FIRM Effective Date)**. This date indicates the effective date for the authorization of the sale of first- and second-layer flood insurance coverage at actuarial rates for all new construction and substantial improvements to existing structures within your community.

First-layer coverage on structures built before **(FIRM Effective Date)**, will be available at subsidized rates, unless substantial improvements are made.

The actuarial rate zones applicable to your community are indicated on the FIRM. Please be aware that the cost of flood insurance on a structure will increase or decrease based on the location of the structure's first floor in relation to the BFEs established for your community. In addition, on the effective date of the FIRM, the FIRM supersedes all previous maps for the purpose of determining whether individual properties are located inside or outside the SFHA. After the effective date of the FIRM, new construction will be charged actuarial rates, which may be higher if the construction is not built in compliance with the floodplain management requirements of the NFIP.

I believe the effective administration and enforcement of your adopted floodplain management regulations will enable your community to substantially reduce its future flood losses through the wise management of its floodplains. Every 2 years, FEMA sends an NFIP Biennial Report to each participating community. The Biennial Report form invites communities to indicate whether floodplain mapping or technical assistance is needed. The form also asks basic questions about the level of floodplain development communities are experiencing. Your community's response to the Biennial Report is greatly appreciated. The next Biennial Report will be mailed in Spring 2007.

If you need further assistance or information, I recommend that you contact **(State NFIP Coordinator Name)**, the **(State Name)** NFIP State Coordinator. [Mr./Ms.] **(State NFIP Coordinator's Last Name)** can assist you with any questions you may have and may be reached by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by email at **(State NFIP Coordinator E-Mail Address)**. Our Regional Office staff in **(RO City and State)**, also is available to assist you. Our Regional Office may be reached by phone at **(RO Telephone Number)**, or by mail. Please send any inquiries to the Director, Flood Insurance and Mitigation Division, FEMA Region **(Region Numeral)**, **(RO Address)**.

Sincerely,

David I. Maurstad
Director
Mitigation Division

Enclosure

DM: **(Originator's Initials)**

cc: **Community Floodplain Administrator**
State NFIP Coordinator
(FEMA Regional Director's Name), Director, FEMA Region **(Region Numeral)**

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Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:

Case No.: _____

(CEO Name and Address)

Community: _____
Community No.: _____
Panels Affected: _____
S-30-L

Dear _____:

Please consider this an official reminder that your community has until **(FIRM Effective Date)**, to adopt, and have our Regional Office approve, floodplain management measures that satisfy Paragraph 60.3 [c, d, e, d and e] of the National Flood Insurance Program (NFIP) regulations.

I realize that your community may be in the final adoption process, or you may have recently adopted the appropriate measures. If you have not done so, please submit these measures to the Floodplain Management Program at the (Name of State Coordinating Agency), where they will be reviewed upon receipt. You may contact **(State NFIP Coordinator Name)**, the State NFIP Coordinator, by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by e-mail at **(State NFIP Coordinator E-Mail Address)**.

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office also is available to assist you with adoption of adequate floodplain management measures. Our Regional Office may be contacted by telephone at **(RO Telephone Number)** or by mail. Please send any inquiries to the Director, Flood Insurance and Mitigation Division, FEMA Region **(Region Numeral)**, **(RO Address)**. As in previous correspondence, I recommend that you contact the State NFIP Coordinator or our Regional Office if your community is encountering difficulties in enacting the appropriate measures.

The NFIP regulations (copy enclosed) identify certain floodplain management measures for adoption by participating communities. Your community must adopt these measures by **(Adoption Date Cited in LOMR)**, to avoid being suspended from the NFIP on that date. Please note that there is a significant consequence to a community being suspended from participation in the NFIP in that flood insurance may not be sold or renewed within the community.

It also is important to note that, when a community is suspended from the NFIP, it is subject to the provisions of Section 202(a) of Public Law 93-234, as amended. This section prohibits Federal officers or agencies from approving any form of loan, grant, guaranty, insurance, payment, rebate, subsidy, disaster assistance loan, or grant (in connection with a flood), for acquisition or construction purposes within Special Flood Hazard Areas (SFHAs). The SFHAs

are the areas subject to inundation by the base (1-percent-annual-chance, or 100-year) flood. For example, if your community is suspended from participation in the NFIP, mortgage loans guaranteed by the Department of Veterans Affairs, insured by the Federal Housing Administration, or secured by the Rural Economic and Community Development Services would be prohibited. In the case of disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, this prohibition only applies to assistance in connection with a flood.

Furthermore, Section 202(b) of Public Law 93-234, as amended, requires federally regulated lending institutions to notify the purchaser or lessee of improved real property situated in an SFHA whether Federal disaster assistance will be available when such property is being used to secure a loan that is being made, increased, extended, or renewed.

A suspended community can regain eligibility in the NFIP by submitting a new application and enacting the floodplain management measures established in Section 60.3 of the NFIP regulations. However, please note that during the period of suspension from the NFIP, if the community permits development to take place in the floodplain that aggravates the flood hazard, the community will be required to remedy the increased hazard to the maximum extent possible before eligibility can be restored.

I recommend that you contact the State NFIP Coordinator or our Regional Office if you need assistance or have any questions. Our regional staff will provide technical assistance and guidance in the development of your community's floodplain management measures. The adoption of compliant floodplain management measures will ensure participation in the NFIP and will provide the citizens in your community protection from disaster.

Sincerely,

David I. Maurstad
Director
Mitigation Division

Enclosure

DM: **(Originator's Initials)**

cc: **(Community Floodplain Administrator)**
State NFIP Coordinator
(FEMA Regional Director's Name), Director, FEMA Region **(Region Numeral)**



Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:

Case No.: _____

(CEO Name and Address)

Community: _____

Community No. _____

Panels Affected: _____

S-90-L

Dear _____:

We appreciate and commend you for the efforts put forth in implementing your community's floodplain management measures. We would like to take this opportunity to remind you that:

- A Letter of Map Revision (LOMR) establishing modified flood hazard information (including modified elevations of the flood having a 1 percent chance of being equaled or exceeded in any given year (base flood)) was issued for your community on **(Date of LOMR)**.
- The LOMR will become effective on **(Effective Date cited in LOMR)**.
- By that date, our Regional Office staff will have to approve the legally enforceable floodplain management measures your community adopts in accordance with 44 CFR 60.3 [c /d / e / d and e].

If your community should encounter difficulties in enacting the measures, I recommend that you call the **(Name of State Coordinating Agency)**. You may reach **(State NFIP Coordinator Name)**, the State National Flood Insurance Program (NFIP) Coordinator, by telephone at **(State NFIP Coordinator Telephone Number)**, by mail at **(State NFIP Coordinator Address)**, or by e-mail at **(State NFIP Coordinator E-Mail Address)**.

Our Regional Office staff also is available to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for your community and will ensure participation in the NFIP. The address of the Regional Office is Federal Emergency Management Agency, Flood Insurance and Mitigation Division, **(RO Address)**. The Director of the Flood Insurance and Mitigation Division may be reached by calling **(RO Telephone Number)**.

I realize that you may have already contacted the State NFIP Coordinator or our Regional Office and may now be in the final adoption process, or you may have recently adopted the appropriate measures. If you have not done so, please consider this a formal reminder that you have 3 months left in which to adopt the appropriate floodplain management measures, and have them approved by our Regional Office staff. Your community's measures will be reviewed upon receipt, and our Regional Office will notify you when your measures are approved.

I recommend that you submit your community's floodplain management measures and have them approved by our regional staff by the LOMR effective date to avoid suspension from the NFIP.

Sincerely,

David I. Maurstad
Director
Mitigation Division

DM: **(Originator's Initials)**

cc: **(Community Floodplain Administrator)**
State NFIP Coordinator
(FEMA Regional Director's Name), Director, FEMA Region **(Region Numeral)**