



# LOMA / LOMR-F Tutorial Series

## Welcome to the LOMR-F Tutorial

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**Has your property been elevated by the placement of fill? If the answer is "Yes," please proceed with this tutorial. If your property or structure was built on natural ground and has not been elevated by the placement of fill, please go to the [LOMA Tutorial](#).**

Please provide the month and year when fill was placed:

**Month**

This interactive tutorial is designed to guide you through the **Letter of Map Revision Based on Fill (LOMR-F)** application process and provide you with an online tool to complete the necessary forms in the [MT-1 application package](#) to request a LOMR-F. If you believe your property may be inadvertently shown in a **Special Flood Hazard Area (SFHA)**, the area subject to inundation by the **base (1-percent-annual-chance) flood**, you may submit certain property and elevation information to **FEMA** for a formal determination of the property's location relative to the SFHA. Owners of structures (or parcels of land) raised above the **base flood** by the placement of fill may request a LOMR-F. As stated in the introduction to this tutorial series, fill is defined as material from any source placed to raise the ground (natural grade) to or above the **Base Flood Elevation**



**Year**

**Note:**

If you need to visit another Web site before completing the tutorial, please do so by opening it in a new browser window. Otherwise, any information you have provided to complete the forms will be lost. All links in this tutorial will open new windows for your convenience.

**(BFE)**. The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural grade) elevation, which is at or above the BFE. Fill that is placed before the date of the first **National Flood Insurance Program (NFIP)** map showing the area in an SFHA is considered natural grade.

If **FEMA** determines the property is not in the SFHA, a **LOMR-F** will be issued. For FEMA to remove the **SFHA** designation from a legally defined property or portion of property, the elevation of the lowest ground on the property must be at or above the **BFE**.

Read "**Basis for Determination**" below for additional information on the criteria that must be met before FEMA will issue a LOMR-F removal for a single lot or structure.

You may send the LOMR-F removal determination to your lender to request that the Federal flood insurance requirement for the property be removed. (The Federal flood insurance requirement applies to all structures located in SFHAs that carry a federally backed mortgage loan.) Please keep in mind that lenders may, as part of their standard business practices, require flood insurance as a condition of any loan. We encourage you to consult with your lender before requesting a LOMR-F to find out if the flood insurance requirement will be waived if a LOMR-F is issued. If the determination does not result in the removal of the property from the SFHA (non-removal), the Federal flood insurance purchase requirement would still apply. Please note that, even if your lender does not waive the flood insurance requirement for the property, insurance rates are usually lower for structures determined to be outside the SFHA.

**FEMA's** determination as to whether the **SFHA** designation may be removed from the structure(s) on a property will be based on a comparison of the **BFE** with the elevation of the **Lowest Adjacent Grade (LAG)** to the structure (lowest ground touching the structure), including any attached garage or decks, as well as a statement from the community that the structure is reasonably safe from flooding (see community acknowledgement form). The following special considerations may also affect FEMA's determination:



- In areas of sheetflow flooding (**AO Zones**), the elevation of the LAG (including deck posts) of the structure(s) must be elevated above the elevation of the highest surrounding ground of the property by at least the amount of the depth specified on the effective **Flood Insurance Rate Map (FIRM)**. In addition, adequate drainage paths must be maintained to guide floodwaters around and away from the structure(s).
- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE and any portion of the structure (i.e., posts, pilings, or piers) is still below the BFE, the building will not be removed from the SFHA.

\* If it is determined that the structure is in violation of the minimum requirements established by the **NFIP**, no determination will be made until the issue is resolved with the community, in accordance with NFIP regulations. For additional information, please see the MT-1 instructions package.

It is helpful, but not necessary, to complete every form field during the tutorial. You will have an opportunity at the end of the tutorial to fill in any fields left blank. Additionally, you, or a registered professional engineer or licensed land surveyor hired by you, may hand-write answers directly on the appropriate sections of the printed MT-1 forms. Note: Certain information must be certified by a registered professional engineer or licensed land surveyor.

**Note:**

Certain information must be certified by a registered professional engineer or licensed land surveyor.

The information you submit during this tutorial is gathered with the sole purpose of populating the fields in your copy of the MT-1 forms, in accordance with our [privacy policy](#).

At the end of this tutorial, you will be able to complete and print the [MT-1 application forms](#) that must be submitted to FEMA for all LOMR-F requests. Before completing the forms, you should gather all the necessary materials, as described in the following screens. These screens provide details about the MT-1 forms and the materials that must be submitted to support your request for a LOMR-F. For additional information, view the [Tutorial Requirements](#) page. If you have any additional questions about this tutorial or the LOMR-F process, you may contact the [FEMA Map Assistance Center](#) at 1-877-FEMA MAP for assistance.



**Let's get started!**

### **The MT-1 Application Forms Package: Overview**

A property owner, property owner's agent, licensed land surveyor, or registered professional engineer may use the [MT-1 application package](#) to request that **FEMA** remove single or multiple structures or legally-recorded parcels of land that have been elevated by the placement of **fill** from a designated **SFHA** via a **LOMR-F**. The MT-1 package may also be used for multi-lot LOMR-F requests, as well as to request Conditional Letters of Map Amendment (CLOMAs), and Conditional Letters of Map Revision Based on Fill (CLOMR-Fs), and **LOMAs** for multiple lots or parcels of land. This tutorial will focus on LOMR-F requests for single-lot structures or properties. For information on the other types of requests mentioned, please consult the MT-1 instructions.

To request a LOMR-F for a single lot or structure, the following, completed forms from the MT-1 forms package must be submitted:\*

- Form 1 (Property Information Form)
- Form 2 (Elevation Form)\*
- Form 3 (Community Acknowledgment Form)\*
- Payment Information Form and appropriate [fee](#)

The following sections provide additional detail about each of these forms, and the supporting information that must be provided. The forms in the MT-1 package should not be used for:

- Requests involving changes in BFEs
- Requests involving changes in regulatory floodway boundary delineations
- Requests for properties in alluvial fan areas
- Requests involving property and/or structures that have been elevated by fill placed within



the regulatory floodway, channelization projects, or bridge/culvert replacement projects; or

- Requests involving changes in coastal high hazard areas (V zones).

Please note that Form 2 must be completed by a registered professional engineer or licensed land surveyor, and Form 3 must be completed and signed by your community's floodplain manager or other community official responsible for floodplain management. Throughout the tutorial, you will have the opportunity to fill in the appropriate forms in the MT-1 application package, and print, sign, and provide them to your engineer or surveyor and local community officials for completion before submitting your application package to FEMA for processing.

\*Forms 2 and 3 must be completed and certified by a licensed land surveyor or registered professional engineer.

### **IMPORTANT INFORMATION FOR REQUESTORS:**

The Community Acknowledgment Form (Form 3 of the MT-1 forms package) must be completed for all requests involving the placement of fill, existing or proposed, or requests that are inadvertently included in the NFIP regulatory floodway. The form must be completed and signed by the community official responsible for floodplain management in the community.

Under 44 CFR 60.3(a)(2), you are required to ensure, prior to issuing a floodplain development permit, that an applicant has obtained all necessary Federal and State permits related to development. The most commonly required Federal permits are wetlands permits under Section 404 of the Clean Water Act of 1972 and incidental take permits under Section 10 of the Endangered Species Act of 1972. Necessary State permits vary depending on the State. If you are not sure if a wetlands permit is required, refer the



applicant to your U.S. Army Corps of Engineers District Office. If the proposed development impacts on threatened or endangered species or you are unsure if it does, have the applicant consult with the nearest U.S. Fish and Wildlife Service field office.

In addition to viewing copies of **NFIP** maps such as **FIRMs** at your local **community map repository** (typically planning and zoning offices), you may also obtain copies directly from the [FEMA Flood Map Store](#). You may even create your own **FIRMette** (a section of the map that can be printed from your own computer) online! For additional details about the **FIRMette** and other FEMA Flood Map Store products, including viewing and or purchasing map products online and creating a **FIRMette**, please click on the notepad icon (below).

**Gathering Necessary Information: Property Information Form (MT-1 Form 1)**

This section may be completed by the property owner or the property owner's agent. Before completing Form 1, you must obtain one of the following documents from the County Clerk, Recorder, or Register of Deeds for the community:

- A copy of the property's Plat Map, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) and containing the Recorder's seal and recordation date.
- A copy of the property Deed, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) containing the Recorder's seal and recordation date, accompanied by a tax assessor's or other suitable map showing the surveyed location of the property with respect to local streets and watercourses.

You must also obtain a copy of portion of the the effective **FIRM** panel and/or **Flood Boundary and Floodway Map (FBFM)**, if applicable, on which the property location has been accurately plotted.\* The copy of the map panel must include the panel's title block. To determine which panel shows the property, consult the **FIRM** Index, which shows the outline of the mapped community and the numbers and layout of the individual **FIRM** panels. After locating the general area of the property by referring to major streets and streams in the vicinity, read the corresponding **FIRM**



panel number from the Index. View example

You may obtain (and/or purchase) some, or all, of this information from the [FEMA Flood Map Store](#), as referenced on the left. Alternatively, you may view a copy of the FIRM at the **community map repository** or from the community official or agency responsible for floodplain management. For additional information on interpreting the information shown on a FIRM, we encourage you to view our tutorial, "[How to Read a FIRM](#)".

### Viewing or obtaining a copy of the Flood Insurance Rate Map (FIRM) for your area

**FEMA** provides copies of **NFIP** maps such as **FIRMs** through various sources, including the Internet and local **community map repositories** (typically planning and zoning offices). The latter are open to the public. Tax maps are usually found in the Tax Assessor's Office. If you need help with finding your map repository, call the FEMA Map Assistance Center (FMAC) at 1-877 FEMA MAP (336-2627).

If you would like to view or purchase copies of the maps online, you may do so at the [FEMA Flood Map Store](#). You may use this site to purchase several NFIP products, including paper maps and digitally scanned maps, which are available for purchase on CD-ROM or as on-line downloads.

Also at the Flood Map Store, you may create a FIRMette at no cost. A FIRMette is a section of the map at 100-percent scale that can be printed on standard paper sizes - letter (8 1/2" x 11"), legal (8 1/2" x 14"), and tabloid (11" x 17"). A FIRMette is accepted by FEMA as a copy of the effective FIRM panel that shows the location on your property, as requested in Section A of the MT-EZ form. To create your own FIRMette, follow these [instructions](#). For additional information about ordering NFIP map products, we encourage you to visit the FEMA Flood Map Store.

Please enter the legal description of the property and street address:

Street Address (if different from the mailing address):

### Filling out the Forms: Property Information Form (MT-1 Form 1)

#### Street Address and Legal Description of the Property

*Questions 1 - 2*



<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <p>Legal description of the property (lot, block, subdivision):</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <p>*Describe the property by referring to the recorded deed or plat map. The description may consist of a lot number and subdivision name, a parcel number, a tract number, or any other information provided in the deed or plat to identify the property.</p>	<p>Please note that, when entering the legal description of the property, it is not necessary to copy the lengthy description that appears on the deed.</p>
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<p><input type="checkbox"/> Your entire legally recorded property?</p> <p><input type="checkbox"/> A portion of your legally recorded property? (Requires a metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor. <b>View</b> the sample property metes and bounds description to support a <b>LOMA</b> below.)</p> <p><input type="checkbox"/> A structure on your property? <i>If so, what is the date of construction?</i></p> <p>month <input style="width: 60px;" type="text"/></p> <p>year <input style="width: 60px;" type="text"/></p>	<p><b>Filling out the Forms: Property Information Form (MT-1 Form 1)</b> <b>Area included in determination</b> <i>Questions 3</i></p> <p><b>FEMA</b> makes determinations on parcels of land or structures. Are you requesting that the flood zone (<b>SFHA</b>) designation be removed from (choose one from the list on the left):</p>
<p><b>Unsure about the date of construction?</b> Date of construction information may</p>	



usually be obtained from real estate settlement documents, the property developer, or the local government office where real estate and/or land development transactions are recorded.

**Sample Property Metes and Bounds Description to support a request for a Letter of Map Revision based on Fill**

A metes and bounds description must be submitted for requests that involve the removal of only a portion of the entire property from the **SFHA**. (This does not apply to requests involving only structures.) The metes and bounds description must:

- Cover the specific area to be removed (most likely the "buildable" portion of the property).
- Be tied to an identifiable starting point, such as a Section corner, or platted lot corner, or street intersection.
- Be certified by a licensed land surveyor or registered professional engineer.

The narrative must be accompanied by a certified map showing the area described.

**Select One:**

- Single Structure
- Single Lot

\*Note: Although you may use the MT-1 application package for other types of requests, including requests involving multiple lots or structures, you may not use this tutorial for that purpose.

**Filling out the Forms: Property Information Form (MT-1 Form 1)**

**Number of Structures or Properties**  
*Questions 4*

FEMA makes determinations on parcels of land or structures.\* Select the choice that best describes your request from the list on the left.

Applicant's Name:

**Filling out the Forms: Property Information Form**



<input type="text"/> Company: <input type="text"/> Mailing Address: <input type="text"/> City, State and Zip Code: <input type="text"/> Daytime Phone: <input type="text"/> *Fax Number: <input type="text"/> E-mail Address: <input type="text"/> Application Date: <input type="text"/> (mm/dd/yyyy)	<p><b>(MT-1 Form 1) Certification</b></p> <p>Your e-mail address, daytime telephone number, and fax number are optional, but helpful in case we have questions about your case.</p> <p><b>Congratulations!</b> <b>You have completed Form 1 of the MT-1 application package. Please remember to sign this section when you print the form.</b></p>
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<p><b>Let's Complete Form 2</b></p> <p><b>Note:</b> For requests to remove a structure from the SFHA, submit the lowest adjacent grade, including an attached deck or garage. For requests to remove an entire parcel of land from the SFHA, provide the lowest lot elevation, or, if the request involves an area described by metes and bounds, provide the lowest elevation within the metes and bounds description.</p>	<p><b>Gathering Information: Elevation Form (MT-1 Form 2)</b></p> <p>This section must be completed by a licensed land surveyor or registered professional engineer. If an Elevation Certificate has already been completed for this property, it may be submitted in addition to this form. You may leave these fields blank while working on the tutorial and give your partially completed MT-1 Forms to your engineer or land surveyor to complete and certify.</p> <p>Before completing this form, the surveyor or engineer must obtain a copy of the effective <b>FIRM</b> panel, effective <b>FBFM</b> panel (if printed), and effective <b>Flood Insurance Study (FIS)</b> report (if printed) that</p>
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cover the area where the property is located. As mentioned previously, some or all of this information may be obtained online from the Map Service Center's [Flood Map Store](#). Additionally, copies of these materials may be viewed at the **community map repository**.

For additional information, please consult the **FIRMette details** below.

### Viewing or obtaining a copy of the Flood Insurance Rate Map (FIRM) for your area

**FEMA** provides copies of **NFIP** maps such as **FIRMs** through various sources, including the Internet and local **community map repositories** (typically planning and zoning offices). The latter are open to the public. Tax maps are usually found in the Tax Assessor's Office. If you need help with finding your map repository, call the FEMA Map Assistance Center (FMAC) at 1-877 FEMA MAP (336-2627).

If you would like to view or purchase copies of the maps online, you may do so at the [FEMA Flood Map Store](#). You may use this site to purchase several NFIP products, including paper maps and digitally scanned maps, which are available for purchase on CD-ROM or as on-line downloads.

Also at the Flood Map Store, you may create a FIRMette at no cost. A FIRMette is a section of the map at 100-percent scale that can be printed on standard paper sizes - letter (8 1/2" x 11"), legal (8 1/2" x 14"), and tabloid (11" x 17"). A FIRMette is accepted by FEMA as a copy of the effective FIRM panel that shows the location on your property, as requested in Section A of the MT-EZ form. To create your own FIRMette, follow these [instructions](#). For additional information about ordering NFIP map products, we encourage you to visit the FEMA Flood Map Store.

NFIP Community Number:

Map or Panel Number:

Property Name or Address:

#### Filling out the Forms:

#### Elevation Form (MT-1 Form 2)

*Questions 1-2*

Please provide the information requested in the fields provided.

Elevation information must be certified by a licensed



<p><input type="text"/></p> <p>Are the elevations provided based on (check one):</p> <p><input checked="" type="checkbox"/> existing or</p> <p><input type="checkbox"/> proposed conditions?*</p> <p><b>*IMPORTANT:</b> You may not use this tutorial for CLOMR-F requests.</p>	<p>land surveyor or registered professional engineer.</p>
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<p>Provide the property's lot and/or block number, if available.</p> <p>Lot Number: <input type="text"/></p> <p>Block Number: <input type="text"/></p> <p>Lowest Lot Elevation: <input type="text"/> <input checked="" type="checkbox"/> Feet <input type="checkbox"/> Meters (to the nearest tenth of a foot or meter**)</p> <p>Lowest Adjacent Grade: <input type="text"/> <input checked="" type="checkbox"/> Feet <input type="checkbox"/> Meters (to the nearest tenth of a foot or meter**)</p> <p>Base Flood Elevation: <input type="text"/> <input checked="" type="checkbox"/> Feet <input type="checkbox"/> Meters (to the nearest tenth of a foot or meter**)</p> <p>What is the elevation <b>datum</b>?: <input type="text"/></p> <p>*If any of the elevations were computed using a datum different than NGVD29, NAVD88 or the datum</p>	<p><b>Filling out the Forms:</b> <b>Elevation Form (MT-1 Form 2)</b> <i>Questions 3-5</i></p> <p>Please provide the information requested in the fields provided.</p> <p>Elevation information must be certified by a licensed land surveyor or registered professional engineer.</p> <p><b>Note:</b> (Horizontal datum information is not needed for LOMR-F requests.)</p>
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used for the effective FIRM, what was the conversion factor?

*\*Local Elevation +/- ft. = FIRM Datum*

**\*\*Note:** Meters only applicable to Puerto Rico.

**Additional Information**

**Lot or Block Number**

In the absence of a lot or block number, the registered professional engineer or licensed land surveyor must include an identifier that clearly states for what the elevations are being referenced (e.g. residential structure, commercial building, unit 1, etc.).

**Lowest Lot Elevation**

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

**Lowest Adjacent Grade to Structure**

For requests involving a structure, provide the LAG elevation, to the nearest tenth (0.1) of a foot or meter. If FIRM shows BFEs in meters, the accuracy must be to a tenth of a meter.

**Base Flood Elevation**

Provide the BFE affecting the property. BFEs can be obtained by locating the property on the effective FIRM for the community in which the property is located. Upon locating the property on the FIRM, the engineer or surveyor should determine the type of flooding and in which flood zone the property is located.

**Once you have determined your construction type, answer the questions to my right.**

**A) Crawlspace**

The bottom floor is enclosed by solid or partial perimeter walls, and is above ground level (grade) on at least one

**Filling out the Forms: Elevation Form (MT-1 Form 2), continued**

*Questions 3-5*

**Types of Construction:**

- Crawlspace
- Slab on Grade



side.

**B) Slab on Grade**

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

**C) Basement/Enclosure**

The bottom floor (basement or underground garage) is below ground level (grade) on all sides.

- Basement/Enclosure
- Other (please explain)

**Has FEMA identified this area as subject to land subsidence or uplift?:**

- Yes  No

**If Yes, what is the date of the current releveling?**

Month  Year

**Need Additional Information About Subsidence**

**Land subsidence** is the lowering of the ground as a result of water, oil, gas extraction, as well as other phenomena such as soil compaction, decomposition of organic material, and tectonic movement. Periodically, the National Geodetic Survey (NGS) relevels some benchmarks to determine new elevations above the National Geodetic Vertical Datum of 1929 (NGVD 29); however, not all benchmarks are relevelled each time.

In areas experiencing ground subsidence (e.g., Harris County, Texas, and Incorporated Areas), the most recently adjusted Elevation Reference Mark (ERM) must be used for accurate ground and structure elevations. Please consult the effective **FIS** report for your community or local floodplain administrator for the most current ERM data.

In general, the effects of subsidence can be accounted for by determining grade and structure elevations using benchmark elevations with the same relevel date as the benchmarks used to develop the **BFEs** on the **FIRM**. Please be aware that benchmark relevel dates can be different for different flooding sources. No adjustment is necessary to the BFEs on the FIRM.

**Certifier's Name:**

**License Number:**

**Expiration Date (mm/dd/yyyy):**

**Filling out the Forms: Elevation Form (MT-1 Form 2) Certification**

Once you print this form, the certification must be signed by a licensed land surveyor, registered professional engineer, or architect\* certified by law to certify elevation information. If available, the



**FEMA**

<input type="text"/>	certifier's seal should also be provided in the designated space.
<b>Company Name:</b>	<b>Please provide information about the certifier.</b>
<input type="text"/>	*Not all states allow architects to certify elevations.
<b>Telephone Number:</b>	
<input type="text"/>	
<b>Fax Number:</b>	
<input type="text"/>	
<b>Date of Certification (mm/dd/yyyy):</b>	
<input type="text"/>	

	<p><b>Filling out the Forms:</b> <b>Community Acknowledgment Form (Form 3)</b></p> <p><b>IMPORTANT INFORMATION FOR REQUESTORS:</b></p> <p>The Community Acknowledgment Form (Form 3 of the MT-1 forms package) must be completed for all requests involving the placement of <b>fill</b>, existing or proposed, or requests that are inadvertently included in the <b>NFIP regulatory floodway</b>. The form must be completed and signed by the community official responsible for floodplain management in the community.</p> <p>Please take a moment to verify that the community name and the subject property address appear as shown in Items 1 and 2 of the Property Information Form before printing this form. If additional space is required by the community official to provide the community's comments on a project, additional sheets may be attached to the back of the form.</p> <p>Section A of this form pertains to requests involving</p>
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the placement of fill and must be signed by a community official responsible for floodplain management to certify the request meets all applicable NFIP regulations including Part 65. You are responsible for obtaining all necessary Federal, State, and local permits as a condition of obtaining a LOMR-F or CLOMR-F. Your community is required to make sure that you have obtained these necessary permits prior to issuing a floodplain development permit or signing the Community Acknowledgment Form (MT-1 Form 3). The most commonly required Federal permits are wetlands permits under Section 404 of the Clean Water Act of 1972 and incidental take permits under Section 10 of the Endangered Species Act of 1972. Necessary State permits vary depending on the State. If you need a wetlands permit or are not sure if one is required, contact your U.S. Army Corps of Engineers District Office. If your proposed development impacts on threatened or endangered species or you are unsure if it does, consult with the nearest U.S. Fish and Wildlife Service field office. To assist communities in determining if a property or structure, existing or proposed, is reasonably safe from flooding, FEMA has published Technical Bulletin 10-01. This bulletin outlines safe building practices, which when followed, may reduce the risk of flood damage to a property or structure. For Community Officials who are interested in obtaining copies of this bulletin click the following link:

Technical Bulletin 10-01 ([PDF 856KB](#))

Community Officials that do not have Internet access should contact the FEMA Map Assistance Center (FMAC) toll free at 1-877-FEMA MAP (1-877-336-2627) and request a copy of this Technical Bulletin be mailed. All inquiries regarding these, or other NFIP regulations, should contact the FMAC for assistance.

Section B is required for all requests involving inadvertent inclusions in the regulatory floodway and must be signed by a community official responsible



	<p>for floodplain management to acknowledge the community's acceptance of a revision to the regulatory floodway within the community.</p> <p>*Community acknowledgement of inadvertent inclusions in the regulatory floodway is required, however, the community may choose to draft its own letter in such cases, instead of using the form.</p>
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<p><b>Project Identifier, if known:</b> <input type="text"/></p> <p><b>Amount (\$):</b> (<a href="#">View Current Fee Schedule</a>) <input type="text" value="425.00"/></p> <p><b>Payment Type:</b></p> <p><input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Money Order <input type="checkbox"/> Check</p> <p>Please remember to sign this section before submitting to FEMA, and, if paying by credit card, to enter the appropriate credit card information.</p> <p>This information is only collected to help you complete the form and is not being stored, in accordance with our privacy policy.</p>	<p><b>Filling out the Forms: Payment Information Form</b></p> <p>In addition to submitting the completed MT-1 application package, you must also submit the Payment Information Form and the appropriate fee required for processing your request.</p> <p>Payment must be submitted in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program , or by credit card. The payment should be mailed to one of the following addresses:</p> <p><b>Using U.S. Postal Service:</b> Federal Emergency Management Agency Revisions Fee-Collection System Administrator P.O. Box 3173 Merrifield, VA 22116-3173</p> <p><b>Using Overnight Service:</b> Revisions Fee-Collection System Administrator c/o Dewberry &amp; Davis LLC, METS Division 8401 Arlington Boulevard, Stop 19A Fairfax, VA</p>
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At the end of the data verification screens, you may submit your information by clicking on the "Create my MT-1 Forms!" button.

### Final Steps: Reviewing your Application

Congratulations! You have completed all the necessary forms. Please verify that the information you have provided is correct on the following screens and make any necessary corrections or changes.

Once you have verified the information is correct, you may print the partially completed MT-1 forms, sign them, and provide them to your surveyor, engineer, or architect for completion.

### Verification Page 1 of 4

Street Address (if different from the mailing address):

Legal description of the property (lot, block, subdivision):

Your entire legally recorded property?

A portion of your legally recorded property?  
(Requires a metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor.)

A structure on your property?

**If so, what is the date of construction?(mm/dd/yyyy)**

Please provide the month and year when fill was placed:

Month  Year

Applicant's Name:

Company:

Mailing Address:

City, State and Zip Code:

Daytime Phone:

\*Fax Number:

E-mail Address:

Application Date:   
(mm/dd/yyyy)



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<p><b>Verification Page 2 of 4</b></p> <p>Select One:</p> <p><input type="checkbox"/> Single Structure</p> <p><input type="checkbox"/> Single Lot</p> <p>NFIP Community Number:  <input type="text"/></p> <p>Map or Panel Number:  <input type="text"/></p> <p>Property Name or Address:  <input type="text"/></p> <p>Are the elevations provided based on (check one):</p> <p><input checked="" type="checkbox"/> existing or</p> <p><input type="checkbox"/> proposed conditions?*</p>	<p>Provide the property's lot and/or block number, if available.</p> <p>Lot Number: <input type="text"/></p> <p>Block Number: <input type="text"/></p> <p>Lowest Lot Elevation:  <input type="text"/> <input type="checkbox"/> Feet <input type="checkbox"/> Meters  (to the nearest tenth of a foot or meter**)</p> <p>Lowest Adjacent Grade:  <input type="text"/> <input type="checkbox"/> Feet <input type="checkbox"/> Meters  (to the nearest tenth of a foot or meter**)</p> <p>Base Flood Elevation:  <input type="text"/> <input type="checkbox"/> Feet <input type="checkbox"/> Meters  (to the nearest tenth of a foot or meter**)</p> <p>What is the elevation <b>datum</b>?:  <input type="text"/></p> <p>*If any of the elevations were computed using a datum different than NGVD29, NAVD88 or the datum used for the effective FIRM, what was the conversion factor?  <input type="text"/></p> <p><i>*Local Elevation +/- ft. = FIRM Datum</i></p> <p>**Note: Meters only applicable to Puerto Rico.</p>
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<p><b>Verification Page 3 of 4</b></p> <p><b>Types of Construction:</b></p>	<p>Certifier's Name:</p>
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<input type="checkbox"/> Crawlspace <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Basement/Enclosure <input type="checkbox"/> Other (please explain) <input type="text"/> <b>Has FEMA identified this area as subject to land <i>subsidence</i> or <i>uplift</i>?:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <b>If Yes, what is the date of the current releveling?</b> Month <input type="text"/> Year <input type="text"/>	<input type="text"/> License Number: <input type="text"/> Expiration Date (mm/dd/yyyy): <input type="text"/> Company Name: <input type="text"/> Telephone Number: <input type="text"/> Fax Number: <input type="text"/> Date of Certification (mm/dd/yyyy): <input type="text"/>
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<b>Verification Page 4 of 4</b>  <b>Project Identifier, if known:</b> <input type="text"/>  <b>Amount (\$):</b> ( <a href="#">View Current Fee Schedule</a> ) <input type="text" value="425.00"/>  <b>Payment Type:</b> <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Money Order <input type="checkbox"/> Check	Now that you've verified your information, click on the "Create my MT-1 Forms!" button. You can print the form once it appears in your web browser window.  Remember to return to the tutorial for more important information!  <input type="button" value="Create my MT-1 Forms!"/>
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**Don't forget to sign and date your application!**

Look below to find out where to mail the application package.

**Final Steps: Submitting your Application**

The following documents must be submitted with your completed MT-1 forms and payment, as applicable:

- A copy of the recorded subdivision plat map (with recordation data and stamp of the Recorder's Office).
- OR
- A copy of the recorded property deed (with recordation data and stamp of the Recorder's Office), accompanied by a copy of a tax assessor's map or other suitable map showing the property's surveyed location with respect to local streets and watercourses. A certified site plan may be required.
  - A copy of the effective **FIRM** panel and/or **FBFM**, if applicable, on which the property has been accurately plotted.
  - A map scale and North Arrow must be included on all maps submitted

**FEMA Regions VIII, IX, and X**  
States include: Alaska, American Samoa, Arizona, Colorado, California, Guam, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, South Dakota, U.S. Trust Territory of the Pacific Islands, Utah, Washington, and Wyoming

**FEMA Regions V, VI, and VII**  
States include: Arkansas, Illinois, Indiana, Iowa, Kansas, Louisiana,

Letters of Map Change (LOMCs) and External Data Requests should be sent to the MOD team for processing at the address listed below:

**FEMA Depot**  
**3601 Eisenhower Avenue**  
**Alexandria, VA 22304-6425**  
**Phone: 703-960-8800**

To expedite processing, please address your request to the attention of the following processing specialists:



Michigan, Minnesota, Missouri, Nebraska, New Mexico, Ohio, Oklahoma, Texas, and Wisconsin

**FEMA Regions I - IV**

States include: Alabama, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, U.S. Virgin Islands, Vermont, Virginia, and West Virginia

**ATTENTION: LOMA DEPOT (Use for Letters of Map Revision-Based on Fill, Letters of Map Amendment, Conditional Letters of Map Revision-Based on Fill, and Conditional Letters of Map Amendment)**

**ATTENTION: LOMR DEPOT (Use for Letters of Map Revision and Conditional Letters of Map Revision)**

**ATTENTION: FEMA PROJECT LIBRARY (Use for External Data Requests)**

**FEMA Project Library  
847 South Pickett St.  
Alexandria, VA 22304  
FAX (703) 212-4090**

To check on the status of your case, please contact the FEMA Map Assistance Center at 1-877-FEMA-MAP (1-877-336-2627) or check the Flood Hazard Mapping Web site for information about the [Status of Map Change requests](#).

**Final Steps: Submitting your Application**

**What happens next?**

Your application will be processed once **FEMA** receives the completed MT-1 forms and all the appropriate supporting materials and fees. We will contact you if additional information is required.

A determination will be issued within 30 to 60 days of receipt of all the necessary materials.

**Congratulations! You have completed the the LOMR-F Tutorial!**

Enter your name in the box below and press the "go!" link to create your Certificate of Completion.



**FEMA**

 

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