



# Federal Emergency Management Agency

Washington, D.C. 20472

MEMORANDUM FOR: Doug Bellomo, Project Officer  
Eastern Studies Team

Mike Grimm, Project Officer  
Western Studies Team

**[Original Signed]**

FROM: Matthew B. Miller, Chief  
Hazards Study Branch

SUBJECT: Procedure Memorandum No. 4 – Notice to Map Users

**Background:** As a long-standing policy, FEMA maintains map feature information, such as street names and locations, only in and near SFHAs or other designated flood hazard areas shown on FIRMs.

**Issue:** Unaware of FEMA's policy, community officials and other map users, during the course of the map review and production process, frequently ask FEMA to add or revise map feature information outside SFHAs and other designated flood hazard areas.

**Final Procedure:** Effective immediately, the approved standard language clarifying FEMA's policy must be added to the Preliminary FIRM Index and/or FIRM panels and as a standard paragraph in the transmittal letters to the communities. On Preliminary FIRM panels, the note should appear in capital letters and in 10-point Univers Medium type, as shown below, or in a comparable type size and style. The note should not appear on the final camera-ready FIRM that is delivered to GPO for printing.

## NOTICE TO MAP USERS

FEMA MAINTAINS INFORMATION ABOUT MAP FEATURES, SUCH AS STREET LOCATIONS AND NAMES, IN OR NEAR DESIGNATED FLOOD HAZARD AREAS. REQUESTS TO REVISE INFORMATION IN OR NEAR DESIGNATED FLOOD HAZARD AREAS MAY BE PROVIDED TO FEMA DURING THE COMMUNITY REVIEW PERIOD, AT THE FINAL CONSULTATION COORDINATION OFFICER MEETING, OR DURING THE STATUTORY 90-DAY APPEAL PERIOD. APPROVED REQUESTS FOR CHANGES WILL BE SHOWN ON THE FINAL PRINTED FIRM.

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bcc: Buckley File MT-TS  
MT-TS-HS Chron MT-TS-HS  
MBJ Case File

Concurrences: MT-TS-HS MT-TS-HS

Grimm Bellomo