

FLOOD ELEVATION DETERMINATION DOCKET (FEDD) CHECKLIST

County: \_\_\_\_\_

Community Name: \_\_\_\_\_

CID: \_\_\_\_\_

DATA TYPE	Is data applicable?	Was data submitted?	MP Comments	PTS Comments
	YES/NO	Submittal Date		
<b>Preliminary Correspondence</b>				
Contact Information Sheet* (includes CEO, FPA, newspaper information, map repository and notes)				
Preliminary transmittal letter (non certified mailed but sometimes via FedEx)*				
Preliminary SOMA*				
<b>Final Community Coordination Meeting minutes</b>				
Meeting minutes and meeting attendance list				
<b>If there are BFE changes</b>				
<i>Federal Register</i> Notice (Proposed)*				
Newspaper ad*				
90-day start letter – (sent certified mail or via FedEx)*				
Return Receipt for certified mail (green card or comparable proof of receipt for the 90-day start letter) - staple or adhere to final page of the letter*				
Newspaper affidavit or tear sheets showing the dates of publication and newspaper name*				
<b>If there is a Revised Preliminary FIRM issued prior to the start of the 90-day appeal period</b>				
Same information as Preliminary				
<b>If there is a Revised Preliminary with BFE changes</b>				
Same information as 90-day start letter*				

**\*Essential documentation. A failure to include documentation where applicable will result in a study not passing QR6 until the missing element is received.**

FLOOD ELEVATION DETERMINATION DOCKET (FEDD) CHECKLIST

County: \_\_\_\_\_

Community Name: \_\_\_\_\_

CID: \_\_\_\_\_

<b>If Appeals and Protests are received</b>				
Incoming letters of appeal/protest*				
Appeal/Protest acknowledgement*				
Appeal/Protest Resolution letter*				
<b>Letter of Final Determination (TO BE ADDED BY PTS CONTRACTOR)</b>				
Final BFE table				
LFD letter (sent certified mail or FedEx)*				
Final SOMA*				
Return Receipt for certified mail (green card or comparable proof of receipt for the LFD) - staple or adhere to final page of the letter*				
<i>Federal Register (Final)*</i>				
<b>Suspension letters where applicable (TO BE ADDED BY PTS CONTRACTOR)</b>				
90-day Suspension letter (certified mail)*				
Return Receipt for certified mail (green card or comparable proof of receipt) – staple or adhere to final page of the letter*				
30-day Suspension letter (certified mail)*				
Return Receipt for certified mail (green card or comparable proof of receipt) - staple or adhere to final page of the letter*				
<b>Revalidation letter where applicable (TO BE ADDED BY PTS Contractor upon receipt from mapping partner)</b>				
Revalidation letter				

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