

Chapter 4 Map Revisions

4.1 Background

To provide a sound basis for floodplain management and insurance rating, National Flood Insurance Program (NFIP) maps must present flood hazard and risk information that is correct and up to date. Because the information on the maps is subject to change, FEMA has developed the map revision processes discussed in this chapter. Through these map revision processes, community officials may request that effective NFIP maps be revised to incorporate new or corrected flooding information. Regulatory requirements for map revisions are documented in Part 65 of the NFIP regulations. Procedural requirements for map revisions are documented in Volume 2 of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and in Sections 2 and 3 of FEMA's *Document Control Procedures Manual*. These documents may be accessed through the "Guidance Documents and Other Published Resources" page on the FEMA Website:
http://www.fema.gov/plan/prevent/fhm/fm_docs.shtm.

The information depicted on effective NFIP maps may be revised by a Physical Map Revision (PMR), by a Letter of Map Revision (LOMR), or by a Letter of Map Revision Based on Fill (LOMR-F). A PMR involves revising and republishing the portions of the map affected by the requested changes. When NFIP maps are revised by a LOMR, the

changes made to the affected map(s) are described in determination documents, which are accompanied by digitally produced versions of annotated map panels and/or Flood Insurance Study (FIS) report materials.

When NFIP maps are revised by a LOMR-F, changes made to the affected map panel(s) also are described in determination documents. LOMR-Fs are not accompanied by annotated map panels or FIS report materials because of their limited scope. Additional background information on LOMR-Fs is provided in Section 4.

Because of the costs involved in printing new map panels, FEMA has generally physically revised and re-published maps only when it is necessary to show changes involving a large area of land or increased flood hazards. Changes that involve increased flood hazards include:

- Adding new Special Flood Hazard Areas (SFHAs), the areas that would be inundated by the base (1-percent-annual-chance flood);
- Adding new regulatory floodways;
- Enlarging existing SFHAs and/or regulatory floodways
- Shifting existing SFHAs and/or regulatory floodways to areas not previously within the SFHAs and/or regulatory floodways, and
- Increasing Base (1-percent-annual-chance) Flood Elevations (BFEs).

To make other types of map changes, FEMA has usually issued LOMRs.

LOMRs may be used for map revisions that decrease the size of SFHAs/regulatory floodways, but usually are not used for map revisions that shift existing SFHAs and regulatory floodways to areas not previously within the SFHAs/regulatory floodways, even when the size of the SFHA and regulatory floodway is generally being decreased. LOMRs are especially well suited to changes that involve small areas within a community.

Although changes may be made to any of the information shown on an effective NFIP map, FEMA generally will not revise an effective map unless the changes involve modifications to the 1-percent-annual-chance flood information. Requests for changes that involve other information (e.g., roads, road names, and corporate limits) will usually be filed for future use. If a physical revision becomes necessary as a result of a FEMA-contracted study/mapping project or a request for changes to flooding information, all requests on file will be reviewed and addressed appropriately at that time.

The procedures for the handling of map revision requests involving only changes to corporate limits, including a process flowchart, can be found in Volume 2, Section 2.6, of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*. The *Guidelines and Specifications* are available from the FEMA Library (<http://www.fema.gov/library/index.jsp>) and can be accessed through a dedicated page on the FEMA Website: http://www.fema.gov/plan/prevent/fhm/g_s_main.shtm.

Often, developers and property owners place fill to elevate one or more structures or parcels of land. In accordance with Part 65 of the NFIP regulations, the developers or property owners may submit certain data and documentation, discussed in detail below, and ask that FEMA make an official determination regarding whether the effective NFIP map for the impacted area should be revised. The procedural requirements for such requests are documented in Volume 2, Section 2.4 of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and in Section 3 of FEMA's *Document Control Procedures Manual*. These documents also are available from the FEMA Library or may be accessed through the "Guidance Documents and Other Published Resources" page on the FEMA Website:

http://www.fema.gov/plan/prevent/fhm/fm_docs.shtm.

"Fill" is defined as material from any source placed to raise the ground (natural grade) to or above the 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. Fill placed before the date of the first NFIP map showing the area in an SFHA is considered natural grade.

Depending on where the soil is placed, fill may change the flow of water or increase flood elevations. Fill may be used to elevate a building to meet NFIP requirements. Sometimes fill is combined with other methods of

elevation such as pilings or foundation walls. The placement of fill requires a local permit from the community.

If fill has been placed, the FEMA determination regarding the request will be based on a comparison of the BFE with the elevation of the lowest adjacent grade to the structure (lowest ground touching the structure) including any attached deck(s) or garage and a completed version of Form 3, “Community Acknowledgment Form” from the MT-1 application forms package. The MT-1 forms and instructions are discussed below and later in this chapter.

For FEMA to remove the SFHA designation from a legally defined property or portion of property that does not have a structure on it, the elevation of the lowest ground on the property must be at or above the BFE. If FEMA determines that the SFHA designation does not apply to the particular structure(s) or parcel(s) of land, FEMA issues a LOMR-F determination document that removes the SFHA designation from the subject property/properties and/or structure(s). If FEMA determines that the SFHA designation does apply to the particular structure(s) or parcel(s) of land, FEMA issues a LOMR-F determination document that does not remove the SFHA designation from the property and/or structure.

FEMA does not issue LOMR-Fs in alluvial fan flood hazard areas (areas labeled as Zone AO, with both base flood depths and velocities shown in feet per second on the effective NFIP map) or in coastal high hazard areas (areas labeled as Zones V, VE, or V1-30 on the

effective NFIP map). Additional information on FEMA procedures for requests involving structures or parcels in alluvial fan flood hazard areas or coastal high hazard areas is provided in Section 4. later in this chapter.

4.2 Application Forms

In 1992, FEMA developed the MT-1 and MT-2 application forms and instructions packages for map revisions to facilitate map revision processing. The MT-1 forms can be accessed from the following page on the FEMA Website: http://www.fema.gov/plan/prevent/fhm/d1_mt-1.shtm. The MT-2 forms can be accessed from the following page: http://www.fema.gov/plan/prevent/fhm/d1_mt-2.shtm.

The MT-1 and MT-2 forms packages provide step-by-step instructions for requesters to follow and is comprehensive, ensuring that the requesters’ submissions are complete and more logically structured. This allows FEMA staff to complete their review quicker and at lower cost to the NFIP. While completing the forms may seem burdensome, experience has shown that the advantages to the requesters outweigh any inconvenience. The forms and instructions are discussed in more detail later in this chapter.

4.3 Fee-Charge System

To reduce the expenses to the NFIP by more fully recovering the costs associated with processing conditional and final map change requests, FEMA implemented a procedure to recover costs associated with reviewing and

processing such requests. The fee schedule for map change requests is provided in Table D-1 in Appendix D of this *Guide*.

FEMA reviews its fee-charge procedures periodically (usually, once every 2 years) and may revise the review and processing fees for map change requests. Therefore, interested parties should visit the following page on the FEMA Website for the most up-to-date information:

http://www.fema.gov/plan/prevent/fhm/firm_fees.shtm.

Certain map change requests may qualify for exemptions in accordance with Section 72.5 of the NFIP regulations, as summarized on the above-referenced Web page and in Appendix D, and include changes that correct mapping errors, natural changes, and better quality data that do not partially or wholly incorporate manmade modifications within the SFHA.

4.4 North American Vertical Datum of 1988

Since the National Geodetic Survey determined that the national vertical control network needs to be readjusted, FEMA has been gradually converting NFIP maps from the National Geodetic Vertical Datum of 1929 (NGVD29) to the North American Vertical Datum of 1988 (NAVD88) in the contiguous United States. Therefore, when submitting map revision requests, requesters should use the reference datum on the applicable, effective FIRM or DFIRM panel.

For more information on the conversion from NGVD29 to NAVD88, requesters should refer to FIA-20, *Converting the National Flood Insurance Program to the North American Vertical Datum of 1988, Guidelines for Community Officials, Engineers, and Surveyors*, and to Appendix B, “Guidance for Converting to the North American Vertical Datum of 1988,” of FEMA’s *Guidelines and Specifications for Flood Hazard Mapping Partners*. These guidance documents are available from the FEMA Library (<http://www.fema.gov/library/index.jsp>). Information on how to obtain copies of these and other useful guidance documents is provided in Appendix B of this *Guide*.

4.5 How To Request a Map Revision Based on Conditions Other Than Fill

A community or private party may request that an effective NFIP map be revised at any time. When the request does not involve the proposed BFEs, the map revision procedures of Part 65 of the NFIP regulations are to be followed. As noted in Chapter 1 of this *Guide*, Section 65.3 of the NFIP regulations requires that each participating community inform FEMA of any physical changes that affect BFEs in the community and submit data that show the effects of those changes within 6 months of the date that the data are available.

To request a map revision based on conditions other than fill, the requester

must complete the appropriate parts of the MT-2 application forms and instructions package. These forms were prepared to address most types of revision requests received. For other types of requests, such as requests involving coastal or alluvial fan flooding, only the applicable parts of these forms should be submitted.

Requesters may obtain paper copies of these forms and instructions from the Map Specialists in the FEMA Map Assistance Center (FMAC). Requesters may contact the FMAC by telephone, toll free, at 1-877-FEMA MAP (1-877-336-2627), or send an e-mail message to FEMAMapSpecialist@riskmapcds.com. For hours of operation and to learn more about FMAC services, interested parties should visit the FMAC page on the FEMA Website:

http://www.fema.gov/plan/prevent/fhm/mc_main.shtm.

Requesters also may download Word, PDF, and TXT versions of the MT-2 application forms and instructions from the FEMA Library (<http://www.fema.gov/library/index.jsp>); the forms and instructions are accessible through the following page on the FEMA Website:

http://www.fema.gov/plan/prevent/fhm/dl_mt-2.shtm.

Completed application forms, supporting data and documentation, and review and processing fees for map revision requests are to be submitted to:

LOMC Clearinghouse
6730 Santa Barbara Court
Elkridge, MD 21075

Payment of the review and processing fee may be made by credit card, check, or money order. Checks and money orders are to be made payable in U.S. funds to the National Flood Insurance Program. If a revision requester chooses to use a credit card, the credit card information is to be provided on the “Payment Information Form” (Figure 4-1) that is included in the MT-2 forms package.

An assigned FEMA Fee-Charge System Administrator (FCSA) will review the check, money order, and payment information and, if appropriate, deposit the payment in the National Flood Insurance Fund (NFIF). If the FCSA identifies any irregularities with the payment, the FCSA will not deposit the payment in the NFIF. In such instances, FEMA will send a letter to the requester explaining any additional actions the requester must take to allow FEMA to process the request.

FEDERAL EMERGENCY MANAGEMENT AGENCY
PAYMENT INFORMATION FORM

Community Name: _____
Project Number: _____

THIS FORM MUST BE MAILED, ALONG WITH THE APPROPRIATE FEE, TO THE ADDRESS BELOW OR FAXED TO THE FAX NUMBER BELOW.

Type of Request:

MT-1 application } FEMA
 MT-2 application } Fee Charge System Administrator
6730 Santa Barbara Court
Elkridge, MD 21075

EDR application } FEMA Project Library
666 South Tower Dr.
Aurora, IL 60007
FAX (708) 212-4000

Payment To: _____ (if from) _____ Amount: _____

INITIAL FEE FINAL FEE FEE BALANCE MASTER CARD VISA CHECK MONEY ORDER

Note: Check only for EDR. Allow for request on appropriate fee.
Check only for EDR. Allow for request on appropriate fee.

COMPLETE THIS SECTION ONLY IF PAYING BY CREDIT CARD

CARD NUMBER: _____ EXP. DATE: _____
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 MM YY

Date: _____ Signature: _____

NAME (AS IT APPEARS ON CARD): _____
ADDRESS: _____
CITY: _____
STATE: _____
ZIP: _____
DAYTIME PHONE: _____

FEMA Form 01-487 Payment Information Form

Figure 4-1. Payment Information Form

Because the Chief Executive Officer (CEO) of the community is responsible for ensuring that the community meets its obligations as a participant in the NFIP, either the CEO or a community official designated by the CEO—such as a floodplain administrator (FPA), planner, or engineer—must be aware of all map revision requests. Therefore, any individual property owner, developer, or other person who wishes to request a map revision based on conditions other than fill must have the community CEO, FPA or other designated community official acknowledge this requested change by completing the appropriate sections of Form 1, "Overview and Concurrence Form," from the MT-2 application forms package.

If FEMA receives a map revision request directly from a private party, without community concurrence, FEMA will ask the requester to provide evidence that the request was first submitted to the CEO, FPA, or other designated official.

Revisions to effective NFIP maps are usually requested because of changes that have taken place in the floodplain. Such changes include, but are not limited to, the construction of new bridges, culverts, levee systems, and channel modifications. Occasionally, map revisions are requested because the analyses used by FEMA to develop the data shown on the effective NFIP map are found to contain errors or because a requester believes that the use of alternative methodologies or better data will provide superior results.

4.6 Supporting Data and Documentation Required for Map Revisions

To support requests based on the effects of physical changes that have occurred in the floodplain or on the use of alternative methodologies or better data, the requester must provide new analyses, in which the alternative methodologies or better data are used, and all other data FEMA would need to revise the effective map and FIS report. FEMA will not perform any analyses to determine either the nature or extent of the changes that might be necessitated by those types of requests.

Based on the reason for the request, the requester will need to make a determination as to the need for additional data in accordance with the applicable portions of Sections 65.5, 65.6, 65.7, 65.10, 65.11, 65.12, and 65.13 of the NFIP regulations.

The data and documentation that must be submitted in support of map revision requests that are summarized in Tables 4-1 through 4-4 as follows: for revisions based effects of physical changes in the floodplain (Table 4-1); for revisions based on the use of better data (Table 4-2); for revisions based on the use of an alternative methodology (Table 4-3); and for revisions based on structural modifications within the floodplain (Table 4-4). Structural modifications include channelizations, culverts and storms systems, bridges, levees, and dams.

Table 4-1. Supporting Data and Documentation for Map Revisions Based on Effects of Physical Changes in Floodplain

| Supporting Data Type | Changes Affecting Hydrologic Conditions | Changes Affecting Hydraulic Conditions | Changes Affecting Topographic Conditions |
|--|--|---|---|
| General description of changes | X | X | X |
| Certified as-built plans | X | X | |
| New hydrologic analysis | X | | |
| New hydraulic analysis based on original discharge values | | X | |
| New hydraulic analysis based on new discharge values | X | X | |
| Revised flood zone boundary delineations on topographic map | X | X | X |
| Revised regulatory floodway boundary delineations on topographic map | X | X | |
| Annotated copies of FHBM, FIRM/DFIRM, FBFM, Flood Profiles, and FIS report tables, as appropriate, showing requested revisions | X | X | X |
| New topographic information (e.g., spot elevations, grading plans, and contour maps) | | | X |

Note: Because the required data and documentation will vary with each individual map revision request, requesters should refer to the MT-2 application forms and instructions for details. FEMA may request data and documentation other than those listed in Table 4-1 to process a particular map revision request.

Table 4-2. Supporting Data and Documentation for Map Revisions Based on Use of Better Data

| Supporting Data Type | Better Hydrologic Data | Better Hydraulic Data | Better Topographic Data |
|--|-------------------------------|------------------------------|--------------------------------|
| Better data | X | X | X |
| Source of data | X | X | X |
| Explanation of improvement | X | X | |
| New hydrologic analysis | X | | |
| New hydraulic analysis based on original discharge values | | X | |
| New hydraulic analysis based on new discharge values | X | X | |
| Revised flood zone boundary delineations on topographic map | X | X | X |
| Revised regulatory floodway boundary delineations on topographic map | X | X | X |
| Annotated copies of FHBM, FIRM/DFIRM, FBFM, Flood Profiles, and FIS report tables, as appropriate, showing requested revisions | X | X | X |

Note: Because the required data will vary with each individual map revision request, requesters should refer to the MT-2 application forms and instructions for details. FEMA may request data other than those listed in Table 4-2 to process a particular map revision request.

Table 4-3. Supporting Data and Documentation Required for Map Revisions Based on Use of Alternative Methodology

| Supporting Data Type | Alternative Hydrologic Methodology | Alternative Hydraulic Methodology |
|--|---|--|
| New hydrologic analysis based on alternative methodology | X | |
| New hydraulic analysis based on new hydrologic analysis | X | |
| New hydraulic analysis based on alternative methodology and original discharge values | | X |
| Explanation for superiority of alternative methodology | X | X |
| Revised flood zone boundary and/or regulatory floodway boundary delineations on topographic map | X | X |
| Annotated copies of FHBM, FIRM/DFIRM, FBFM, Flood Profiles, and FIS report tables, as appropriate, showing requested revisions | X | X |

Notes:

Because the required data will vary with each individual map revision request, requesters should refer to the MT-2 application forms and instructions for details. FEMA may request data other than those listed in Table 4-3 to process a particular map revision request.

When an alternative hydrologic methodology is used, the methodology should be applied to the entire flooding source/waterway.

To support requests based on the contention that mathematical or measurement errors have been made, the requester needs only to identify the errors and provide the new data that FEMA will use to perform new analyses and correct the affected map panel(s) and, if appropriate, affected Flood Profile(s) and data table(s) in the effective FIS report(s).

Table 4-4. Supporting Data and Documentation for Map Revisions Based on Structural Modifications

| Data/Documentation Type | Channelizations | Culverts/ Storm Systems | Bridges | Levee Systems | Dams |
|---|------------------------|--|----------------|--------------------------|-------------|
| Certified as-built construction or grading plans | X | X | X | X | X |
| Hydrologic analysis (if discharges in effective model not used) | X | X | X | X | X |
| Calibration run duplicating original hydraulic model (multiple profile and regulatory floodway) | X | X | X | | |
| Existing hydraulic model (multiple profile and regulatory floodway) if calibration hydraulic model run does not reflect conditions prior to start of project | X | X | X | | |
| Revised hydraulic model (multiple profile and regulatory floodway) | X | | X | | |
| Revised hydraulic model (multiple profile and regulatory floodway) and determination of headwater and tailwater elevations | | X | | | |
| Flood zone and/or regulatory floodway boundary delineations on the effective map panels | X | X | | X | X |
| Transition structure design plans for as-built conditions | X | | | | |
| New hydrologic analyses or diversion channels | X | | | | |
| Evidence of adequate soil compaction and erosion protection (for placement of fill) | X | X | X | X | X |
| Certified topographic data that include entire area of revision and delineate flood zone and/or regulatory floodway boundaries, BFEs, vertical datum reference, and cross-section locations | X | X | X | X | X |

Table 4-4. Supporting Data and Documentation for Map Revisions Based on Structural Modifications (Cont'd)

| Data/Documentation Type | Channelizations | Culverts/ Storm Systems | Bridges | Levee Systems | Dams |
|--|-----------------|-------------------------------|---------|------------------|------|
| Hydraulic model with levee if compliant with Section 65.10 of the NFIP regulations | | | | X | |
| Hydraulic models with and without levee if not compliant with Section 65.10 of the NFIP regulations | | | | X | |
| Evidence of structural stability, certified by a Registered Professional Engineer | | | | X | |
| Evidence of operation and maintenance provisions | | | | X | X |
| Interior drainage analyses and SFHA boundary delineations | | | | X | |
| Additional design data as necessary | | | | X | |
| Certification by Registered Professional Engineer that impoundment structures will remain stable during the base flood | | | | | X |
| Hydraulic analysis | | | | | X |
| Hydrologic analyses for downstream reach, if dam is designed and operated to lower base flood discharge | | | | | X |

Individuals or community officials that are considering whether to submit a map revision request based on conditions other than fill also should refer to the MT-2 instructions and the following forms, where appropriate, to determine what supporting data and documentation are required:

- “Elevation Form” (Form 1);
- “Riverine Hydrology & Hydraulics Form” (Form 2);
- “Riverine Structures Form” (Form 3);
- “Coastal Analysis Form” (Form 4);
- “Coastal Structures Form” (Form 5); and
- “Alluvial Fan Flooding Form” (Form 6).

Certifications, where referenced in the requirements for supporting data and documentation, are defined as follows:

- Certification of data is a statement that the data are accurate to the best of the certifier’s knowledge.
- Certification of analyses is a statement that the analyses have been performed correctly and in accordance with sound engineering practices.
- Certification of structural works is a statement that the works are designed in accordance with sound engineering practices to provide protection from the base flood.
- Certification of as-built conditions is a statement that a structure has been built according

to the plans being certified, is in place, and is fully functional.

The map revision requester should ensure that certifications include the certifier’s name, signature, registration number, and the registration date of the certifier.

4.7 Processing Procedures for Map Revisions Based on Conditions Other Than Fill

The procedures that are followed in processing requests for PMRs and LOMRs are summarized in Figures 4-2, 4-3, and 4-4, which appear at the end of this chapter. For additional details regarding these procedures, interested parties should refer to Volume 2 of *Guidelines and Specifications for Flood Hazard Mapping Partners* (http://www.fema.gov/plan/prevent/fhm/gs_main.shtm) or Section 2 of the *Document Control Procedures Manual* (http://www.fema.gov/plan/prevent/fhm/gs_dcpm.shtm).

In their review of a map revision request, FEMA will acknowledge receipt of the request by letter and, if necessary, by telephone to the person who submitted the request. If that person is a private party, copies of all letters to that person from FEMA will be sent to the community CEO and FPA.

After a map revision request has been received from the community CEO, another community official designated by the CEO, or a private party, FEMA will perform a preliminary review to

determine whether the requester has completed the appropriate forms; to determine whether the required supporting data and documentation and the required review and processing fee have been provided; and, if a private party submitted the request to FEMA, to verify that the community is aware of the request.

If the required supporting data, forms, and/or fees have not been provided, FEMA will send a letter to the requester. This letter will identify the supporting data, forms, or review and processing fee that the requester must submit before FEMA can complete its review of the request. In this “additional data” letter, FEMA will also provide a timeframe (usually 90 days) for submitting the required data, forms, and/or review and processing fee.

FEMA will generally send the additional data letters within 30 days. Until the requested data, forms, and/or fees are submitted, FEMA will not take any further action concerning the request.

If FEMA determines from its preliminary review that the required forms and review and processing fees have been provided along with sufficient supporting data and documentation to complete its review, FEMA will then inform the requester of the amount of time that will be needed to complete its detailed review of the request (usually 30 to 90 days).

After completing its detailed review, FEMA will inform the requester by letter of any additional supporting data and/or documentation that must be submitted. Such letters will be issued within the 90-

day period stipulated in the NFIP regulations, and generally are sent within 30 days. Again, no further action will be taken on the request until the required supporting data and/or documentation are received.

Once all required data and/or documentation have been received, FEMA will complete its detailed review and determine whether changes are warranted. If the data and documentation submitted do not warrant any changes to the information shown on the effective NFIP map panel(s) or the accompanying effective FIS report(s), FEMA will inform the requester by letter. If changes are warranted, FEMA will notify the community and non-community requester by letter whether the request will be processed as a PMR or LOMR.

4.7.1 Physical Map Revision Processing Procedures

For PMRs, FEMA will revise the effective map panel(s), Flood Profile(s), and/or data tables affected by the changes. FEMA will send a Preliminary version of the revised materials to the community for review, generally for a period of 30 days.

When PMRs involve new or modified BFEs and/or base flood depths, the 30-day period is followed by a formal 90-day appeal period, during which community officials or private citizens through community officials may submit appeals of the proposed BFEs and/or base flood depths.

FEMA prepares the following when new or modified BFEs and/or base flood depths are to be proposed for a PMR:

- A legal notice, called a “Proposed Rule”, which is published in the FEDERAL REGISTER;
- Listings of proposed BFEs and/or base flood depths shown on the Preliminary version of the affected map panel(s) and in affected portion(s) of the FIS report(s), which are posted at https://www.floodmaps.fema.gov/fhm/Scripts/bfe_main.asp;
- A public notice announcing the start of the appeal period and the posting of the BFE and/or base flood depth listings, which is published in one or more local newspapers with wide circulation; and
- Letters notifying the affected communities of the new or modified BFEs and/or base flood depths shown on the Preliminary version of the DFIRM, which are mailed to the CEOs and FPAs for the mapped communities. These letters are referred to as “proposed flood elevation determination letters.”

Once the actions above have been taken, the BFEs and/or base flood depths are officially considered "proposed."

In the proposed flood elevation determination letters for PMRs, FEMA encourages the CEOs, FPAs, and other community officials to provide an even wider distribution to ensure that residents and other key stakeholders are aware of the proposed BFEs and/or base flood depths.

The newspaper notice referenced above is published twice; the second publication usually takes place 1 week

after the first. On the date of the second publication, the 90-day appeal period officially begins.

During the appeal period, community officials and individual property owners may appeal the proposed BFEs and/or base flood depths by submitting data and documentation to show that the BFEs and/or base flood depths are scientifically or technically incorrect. For detailed information on how the appeal period is administered and how appeals are processed, interested parties should review Chapter 3 of this *Guide*.

During the 90-day appeal period, community officials and/or private citizens through community officials also may submit comments on the other information presented on the Preliminary versions of the revised map panel(s), Flood Profile(s), and/or data table(s) in the FIS report. Detailed information on how these comments are processed can also be found in Chapter 3 of this *Guide*.

Once all appeals and other comments have been addressed, FEMA will finalize the processing of the revised map panel(s) and FIS report materials by issuing a Letter of Final Determination (LFD) for each community affected by the PMR.

When PMRs do not involve new or changed BFEs, no appeal period is necessary. Therefore, once the community review and comment period has ended and any comments submitted by the community have been addressed, FEMA issues an LFD for each community affected by the PMR.

The LFD announces that the revised map and report information is final; provides

the effective date for the map and report; and notifies the community that they have a period of time (usually, 6 months) to review, update (if necessary), and submit their new or updated floodplain management ordinance. As with most other correspondence related to PMRs, the LFD is addressed to the community CEO and copies are sent to the community FPA; any other community official designated by the CEO, if appropriate; and to individual non-community appellants and commenters, if it is practical to do so.

During the 6-month adoption/compliance period, FEMA finalizes the map panel(s) and FIS report materials and has paper copies distributed to the affected communities, the State NFIP Coordinator, and others by the FEMA Map Service Center (MSC). The MSC also provides community officials with CDs or DVDs containing the electronic versions of the map and FIS report materials and associated spatial database. The MSC staff also posts the electronic versions of the map and FIS report materials and associated spatial database on the MSC Website (<http://www.msc.fema.gov>), where they may be downloaded by the public for a nominal fee.

During the processing of the PMR, Preliminary (and Revised Preliminary, if appropriate) copies of the affected map panel(s) and FIS report materials are kept on file in the Community Map Repository of each affected community. The Community Map Repository is the community office responsible for floodplain management activities in the community. Interested citizens who are

having trouble locating the Community Map Repository may call a FEMA Map Specialist in the previously referenced FMAC, toll free, at 1-877-FEMA MAP (1-877-336-2627).

4.7.2 Letter of Map Revision Processing Procedures

For LOMRs, FEMA sends determination documents to the community CEO, the community FPA, and non-community revision requester(s). The LOMR determination documents describe the changes that have been made and officially revise the effective NFIP map panel(s) and, where appropriate, FIS report materials. Map panel, Flood Profile, and tabular enclosures illustrating the changes to the map and FIS report materials are enclosed with the LOMR determination documents. As with the PMRs, the LOMR determination documents and enclosures also are kept in the Community Map Repository of each affected community as an official revision to the affected map panel(s), Flood Profile(s), and data tables.

Individuals interested in learning more about the product requirements for the map, Flood Profile, and data table enclosures to LOMRs should read Volume 2, Section 2.4 of FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners*, which can be accessed through: http://www.fema.gov/plan/prevent/fhm/g_s_main.shtm.

When LOMRs involve new or modified BFEs and/or base flood depths, the LOMR determination documents also

notify community officials and other recipients that a formal 90-day appeal period is required. No appeal period is necessary for LOMRs that do not involve new or modified BFEs and/or base flood depths.

FEMA prepares the following when new/modified BFEs and/or base flood depths are to be proposed for a LOMR:

- A legal notice, called an “Interim Final Rule”, which is published in the FEDERAL REGISTER;
- Listings of proposed BFEs and/or base flood depths shown on the affected map panel(s) and in affected portion(s) of the FIS report(s), which are posted at https://www.floodmaps.fema.gov/fhm/Scripts/bfe_main.asp; and
- A public notice announcing the start of the appeal period and the posting of the BFE and/or base flood depth listings, which is published in one or more local newspapers with wide circulation.

Once the actions above have been taken, the BFEs and/or base flood depths are officially considered "proposed."

In the LOMR determination documents, FEMA encourages the CEOs, FPAs, and other community officials to provide an even wider distribution to ensure that residents and other key stakeholders are aware of the proposed BFEs and/or base flood depths.

The newspaper notice referenced above is published twice; the second publication usually takes place 1 week after the first. On the date of the second

publication, the 90-day appeal period officially begins.

During the appeal period, community officials and individual property owners may appeal the proposed BFEs and/or base flood depths by submitting data and documentation to show that the BFEs and/or base flood depths are scientifically or technically incorrect. For detailed information on how the appeal period is administered for LOMRs and how appeals are processed, interested parties should review Chapter 3 of this *Guide*.

During the 90-day appeal period, community officials or private citizens through community officials also may submit comments on the other information presented on the map panel, Flood Profile, and/or data table enclosures. For detailed information on how these comments are processed, interested parties should review Chapter 3 of this *Guide*.

For most LOMRs, the revisions documented in the determination documents and enclosures are effective on the date FEMA issues the LOMR. However, the effective date may vary depending on the special circumstances involved in a LOMR case. The current requirements for setting effective dates for LOMR are summarized in Table 4-5.

Table 4-5 Guidelines for Establishing Effective Dates for LOMRs

| Revision Type | Affected Property Owners Notified | Affected Property Owners Accept Change | Status of Community Ordinances | Effective Date |
|---|--|---|---------------------------------------|---|
| SFHAs Decrease | No | No | Compliant | Effective on Date LOMR Sent |
| SFHAs Increase | Yes | No | Non-Compliant | Effective 6 Months After Date LOMR Sent |
| SFHAs Increase | Yes | No | Compliant | Effective After 30-Day Comment Period for SFHA Changes Elapses |
| SFHAs Increase | Yes | Yes | Compliant | Effective on Date LOMR Sent |
| SFHAs Increase and BFEs Increase, OR SFHAs Increase and BFEs Decrease, OR SFHAs Decrease and BFEs Increase | Yes | Yes | Compliant | Effective on Date LOMR Sent; 90-Day Appeal Period Follows Effective Date |
| SFHAs Increase and BFEs Increase, OR SFHAs Decrease and BFEs Increase | Yes | No | Compliant | Effective 30 Days After 90-Day Appeal Period Ends |
| SFHAs Increase and BFEs Decrease | Yes | No | Compliant | Effective After 30-Day Comment Period for SFHA Changes Elapses. 90-Day Appeal Period Begins at Same Time as Comment Period. |
| SFHAs Decrease and BFEs Decrease | No | No | Compliant | Effective on Date LOMR Sent; 90-Day Appeal Period Follows Effective Date |
| SFHAs Increase and BFEs Increase, OR SFHAs Increase and BFEs Decrease, OR SFHAs Decrease and BFEs Increase | Yes | Yes | Non-Compliant | Effective 6 Months After Date LOMR Sent |

Samples of the LOMR determination documents are provided in Appendix B of FEMA's *Document Control Procedures Manual*, which is available in the FEMA Library (<http://www.fema.gov/library/index.jsp>) and can be accessed from the following dedicated page on the FEMA Website: http://www.fema.gov/plan/prevent/fhm/g_s_dcpm.shtm.

Once a LOMR becomes effective, copies of the determination documents and enclosures are provided to the MSC staff. The MSC staff posts the electronic versions of the LOMR determination documents and enclosures on the MSC Website (<http://www.msc.gov>), where they may be downloaded by the public free of charge.

As can be seen from the discussion above and by comparing the flowcharts in Figures 4-2 and 4-3, an advantage of revising an effective NFIP map panel and associated FIS report through the LOMR process is that the revision can become effective on the date that the LOMR is issued. By comparison, a revision made through the PMR process will not become effective until the revised map has been issued in preliminary form, passed through the appropriate review periods, printed, and distributed. Samples of the LOMR determination documents are provided in Appendix B of FEMA's *Document Control Procedures Manual*, which is available in the FEMA Library (<http://www.fema.gov/library/index.jsp>) and can be accessed from the following dedicated page on the FEMA Website: http://www.fema.gov/plan/prevent/fhm/g_s_dcpm.shtm.

Once a LOMR becomes effective, copies of the determination documents and enclosures are provided to the MSC staff. The MSC staff posts the electronic versions of the LOMR determination documents and enclosures on the MSC Website (<http://www.msc.gov>), where they may be downloaded by the public free of charge.

As can be seen from the discussion above and by comparing the flowcharts in Figures 4-2 and 4-3, an advantage of revising an effective NFIP map panel and FIS report materials using LOMR process is that the revision can become effective on the date that the LOMR is issued. By comparison, a revision made through the PMR process will not become effective until the revised map has been issued in preliminary form, passed through the appropriate review periods, printed, and distributed

4.7.3 Processing Procedures for Map Revision Requests Involving Structural Measures on Alluvial Fans

Before issuing a determination, FEMA will determine if all review and processing fees have been received for map revision requests involving structural measures on alluvial fans. Unlike other types of map revision requests, requests involving structural measures on alluvial fans are not processed using a flat review and processing fee. If additional fees are required, FEMA will send an invoice letter to the requester. In the invoice letter, FEMA will notify the community

officials and non-community revision requester that they will not issue the Preliminary version of the revised map and report materials for a PMR or the LOMR determination documents and enclosures until the required review and processing fees have been received by the FEMA Fee-Charge System Administrator and deposited in the NFIF.

4.8 How To Request a Map Revision Based on Fill

Any owner or lessee of property may request that FEMA make a determination concerning a structure or parcel of land where fill has been placed after the date of the first effective NFIP map and that, if appropriate, FEMA issue a LOMR-F reflecting the removal of the SFHA designation from the subject structure(s) or parcel(s) of land. Under the LOMR-F process, FEMA will make determinations for single or multiple structures on one or more lots and for one or more legally described parcels of land. In making such determinations, FEMA will use the best available data (usually the effective NFIP map) and information provided by the requester concerning the locations and elevations of structures and/or legally described parcels of land.

To request a LOMR-F, the requester must complete the MT-1 application forms and submit them along with the required supporting data, documentation, and the appropriate review and processing fee. Requesters may obtain paper copies of these forms and the step-by-step instructions from the Map

Specialists in the FMAC. Requesters may contact the FMAC by telephone, toll free, at 1-877-FEMA MAP (1-877-336-2627), or send an e-mail message to FEMAMapSpecialist@riskmapcds.com. For hours of operation and to learn more about FMAC services, interested parties should visit the FMAC page on the FEMA Website:

http://www.fema.gov/plan/prevent/fhm/mc_main.shtm.

Requesters also may download Word, PDF, and TXT versions of the MT-1 application forms and instructions from the FEMA Library (<http://www.fema.gov/library/index.jsp>).

As mentioned earlier in this chapter, the forms and instructions are accessible through the following page on the FEMA Website:

http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm.

Completed application forms, supporting data and documentation, and review and processing fees for LOMR-F requests are to be submitted to:

LOMC Clearinghouse
6730 Santa Barbara Court
Elkridge, MD 21075

Payment of the review and processing fee may be made by credit card, check, or money order. Checks and money orders are to be made payable in U.S. funds to the National Flood Insurance Program. If a LOMR-F requester chooses to use a credit card, the credit card information is to be provided on the "Payment Information Form" that is included in the MT-1 forms package.

An assigned FCSA will review the check, money order, and payment

information. If appropriate, the FCSA will deposit the payment in the NFIF.

If the FCSA identifies any irregularities with the payment, the FCSA will not deposit the payment in the NFIF. In such instances, FEMA will send a letter to the requester explaining any additional actions the requester must take to allow FEMA to process the request.

As part of the request submittal process, the requester will be responsible for submitting a completed Form 3 from the MT-1 package. Form 3, "Community Acknowledgment Form," certifies that the community CEO, or a community official designated by the CEO, has found that the placement of fill has met the community's applicable floodplain management regulations, including the requirement that no fill has been placed in an adopted regulatory floodway.

4.9 Supporting Data and Documentation Required for Map Revisions Based on Fill

The supporting data and documentation summarized below are to be submitted in support of a LOMR-F request.

- Property description documentation must be enclosed for every request and can consist of either the Plat Map or Deed (containing the recorder's stamp and recordation date) accompanied by a tax assessor's map or other suitable map showing the surveyed location of the property. Note: The

recordation data (e.g., Book, Volume, Page, Reel, Document Number, Date) must appear on all documents submitted so that FEMA may use the legal description of the property in making its determination, and FEMA must be able to identify the property exactly.

- If the property is not recorded on a Plat Map, a copy of the tax assessor's map must be submitted to help FEMA locate the property.
- A photocopy of the effective FIRM/DFIRM panel, annotated to show where the property is located, must be submitted for every request. If FEMA has produced a separate FBFM for the area in which the structure(s) or parcel(s) of land may be located, a photocopy of the FBFM panel also should be included. The panel number and effective date of the FIRM/DFIRM and FBFM must appear on the copy submitted. The original paper copy of the map panel(s) or a photocopy of the map panels must be used. A reproduction from a photocopy is unacceptable due to possible distortion.
- Elevation data must be submitted for all requests, except requests for determinations in which the effective FIRM/DFIRM already shows the property to be clearly outside the SFHA. As discussed below, the type and source of the elevation data will vary.

- a. For riverine flood hazard areas, the BFE can be established by interpolation along the Flood Profile for the flooding source that appears in the FIS report. If, for some reason, no Flood Profile exists, the BFE should be taken from the effective FIRM/DFIRM.
- b. For lacustrine flood hazard areas, the BFE can be taken from the Summary of Stillwater Elevations in the FIS report. If the flooding source is not included in the table, the BFE should be taken from the effective FIRM/DFIRM.
- c. For coastal flood hazard areas, the BFE should be taken from the effective FIRM/DFIRM and then compared with the elevation in the Summary of Stillwater Elevations table. If the stillwater elevation listed in the table is less than or equal to the whole-foot BFE shown on the map minus 0.5 foot, a wave height, wave runup, and/or wave setup component exists; therefore, the whole-foot BFE shown on the map should be used. If the stillwater elevation listed in the table is greater than the whole-foot BFE shown on the map minus 0.4 foot, the stillwater elevation shown in the table should be used as the BFE.
- d. For flood hazard areas designated Zone A on the map, FEMA has not determined BFEs. If a BFE for the area has not been developed by a Federal, State, or local government agency, the requester should refer to FEMA-265, *Managing Floodplain Development in Approximate Zone A Areas: A Guide for Obtaining and Developing Base (100-Year) Flood Elevations*, which is accessible through the FEMA Website:
http://www.fema.gov/plan/prevent/fhm/frm_docs.shtm.
- e. For shallow flooding areas designated Zone AH on the map, the BFE shown on the effective FIRM/DFIRM (rounded to a whole foot) should be used unless a more precise elevation is provided in the FIS report.
- f. For shallow/sheet flooding areas (designated Zone AO on the map), the characteristics of the area will determine the appropriate methodology, and the requester should refer to the guidance in the MT-EZ and MT-1 instructions.
- g. In addition to the BFE, the elevation data required for a structure is the Lowest Adjacent Grade (LAG) to the structure (i.e., the elevation of the lowest ground touching

the structure, including attached decks or garage).

- h. The elevation data required for a legally defined parcel of land, or portion thereof, is the elevation of the lowest ground on the parcel or within the portion of land that is to be removed from the SFHA
- Unless an NFIP Elevation Certificate has been completed for the structure(s) in the request, the “Elevation Form” (Form 2) from the MT-1 package must be completed and certified by a Licensed Land Surveyor or Registered Professional Engineer for all requests except requests for determinations in which the effective FIRM/DFIRM already shows the property to be clearly outside the SFHA.
- If an NFIP Elevation Certificate (EC) has been completed, it may be submitted in lieu of Form 2. The EC also must be certified by a Licensed Land Surveyor or Registered Professional Engineer. The EC form is available through the FEMA Library and is accessible through the FEMA Website at http://www.fema.gov/plan/prevent/fhm/frm_form.shtm. Paper copies of the EC form also may be acquired by contacting the Map Specialists in the FMAC.
- The “Community Acknowledgment Form” (Form 3) must be included for all LOMR-F requests in which the

property has been inadvertently included within the regulatory floodway shown on the NFIP map; however, only Section A of Form 3 needs to be completed.

For LOMR-F requests involving property located in an area designated Zone A on the FIRM/DFIRM, with no BFEs determined, the requester should refer to FEMA-265, *Managing Floodplain Development in Approximate Zone A Areas: A Guide for Obtaining and Developing Base (100-Year) Flood Elevations*. This manual provides engineering guidelines for determining BFEs in Zone A areas and is accessible through the FEMA Website: http://www.fema.gov/plan/prevent/fhm/frm_docs.shtm.

Printed paper copies of the effective FIRM, DFIRM, and/or FBFM panel(s) and Flood Insurance Study (FIS) report materials are kept on file in the Community Map Repository of each affected community. (Digital versions may also be available in some Community Map Repositories.) The Community Map Repository is the community office responsible for floodplain management activities in the community. Interested citizens who are having trouble locating the Community Map Repository may call a Map Specialist in the FMAC, toll free, at 1-877-FEMA MAP (1-877-336-2627), or send an e-mail message to FEMAMapSpecialist@riskmapcds.com.

To obtain their own digital copy of the complete effective NFIP map(s) or selected panel(s) and the FIS report, LOMR-F requesters should contact the MSC. The effective NFIP maps may be

viewed online through the MSC Website: <http://www.msc.fema.gov/>. Effective NFIP maps, FIS reports, and related products also may be downloaded from the MSC Website. (Note: Effective October 1, 2009, the MSC distributes only digital versions of the flood maps and FIS reports.) A screen shot of the MSC Web page is provided in Appendix B of this *Guide*.

Individuals who do not have Internet access or who require additional assistance also may contact the MSC staff by telephone, toll free, at 1-800-358-9616; or by facsimile transmission, toll free, at 1-800-358-9620.

For many LOMR-F requests, requesters may also choose to create another product available from the MSC Website. This product is called a FIRMette. A FIRMette is a full-scale portion of a particular map panel that a user creates by selecting a desired area from the online image of that map panel. In addition to the area of interest, the FIRMette includes the map title block, north arrow, and scale bar.

The LOMR-F requester will not be assessed a fee for producing a FIRMette. To assist first-time users, the MSC has developed a FIRMette tutorial, which also is available on the MSC Website.

Certifications, where referenced in the requirements for supporting data and documentation, are defined as follows:

- Certification of data is a statement that the data are accurate to the best of the certifier's knowledge.
- Certification of analyses is a statement that the analyses have been performed correctly and in accordance with sound engineering practices.
- Certification of structural works is a statement that the works are designed in accordance with sound engineering practices to provide protection from the base flood.
- Certification of as-built conditions is a statement that a structure has been built according to the plans being certified, is in place, and is fully functional.

The LOMR-F requester should ensure that certifications include the certifier's name, signature, registration number, and the registration date of the certifier.

4.10 Map Revision Based on Fill Processing Procedures

The procedures that are followed in processing requests for LOMR-Fs are shown in Figure 4-5 at the end of this chapter and are summarized below.

After the LOMR-F request has been received at the LOMC Clearinghouse mentioned earlier in this chapter, FEMA will review the submittal package for completeness and acknowledge receipt of the request by letter to the requester, usually within 10 days, but not later than 60 days. This letter will identify any required supporting data, application forms, and/or fees that the requester did not submit and inform the requester to

submit the required data, forms, and/or fees within 90 days of the date of the letter. If the required supporting data and/or documentation are not provided within 90 days, FEMA will suspend the processing of the request.

If all required supporting data, forms, and fees have been provided with the request, FEMA staff will acknowledge the request by letter and proceed with performing a technical review. If any questions or problems arise during this review, FEMA will work with the requester to resolve them.

Once all required data, forms and other documentation, and fees are received, FEMA staff will complete their review. Upon completion of the review, FEMA will issue one of the following determinations, as appropriate:

- Out of the SFHA because the structure or parcel of land has been elevated above the BFE. FEMA will issue a LOMR-F to notify the requester and the community that the SFHA designation no longer applies to the existing structure or parcel of land.
- In the SFHA because the structure or parcel of land is below the BFE. FEMA will issue a LOMR-F to notify the requester and the community that the SFHA designation still applies to structure or parcel of land.
- A LOMR-F for the structure only. For this determination, FEMA will issue a determination informing the requester and the

community that the structure is above the BFE and, therefore, the SFHA designation does not apply to the structure; however, the SFHA designation does still apply to the rest of the parcel of land.

Samples of the LOMR-F determination documents are provided in Appendix B of FEMA's *Document Control Procedures Manual*, which is available in the FEMA Library (<http://www.fema.gov/library/index.jsp>). The Manual also can be accessed from the following page on the FEMA Website: http://www.fema.gov/plan/prevent/fhm/g_s_dcpm.shtm.

As provided for in the NFIP regulations, FEMA must complete the processing of LOMR-F requests within 60 days of the date that all required supporting data and documentation are received. However, FEMA generally issues determinations for LOMR-Fs within 4 weeks of the date that all required supporting data and documentation are received.

When an effective NFIP map is revised by a LOMR-F, the revision is effective as of the date of the LOMR-F.

4.11 Summary of Map Actions Processing

When a revised FIRM or DFIRM panel becomes effective, all previous map changes for that panel are superseded. Therefore, each time a panel is physically revised and republished, the panel must be updated to include the changes in the flood hazard information made via a LOMR, LOMR-F, LOMA, or Letter of Map Change Revalidation

(LOMC-VALID) Letter. (See next Section 4.11.)

The changes made to the effective FIRM or DFIRM via the LOMR, LOMR-F, LOMA, or LOMC-VALID processes become effective without the affected panels being republished and distributed. Therefore, FEMA maintains records of these changes so that these changes may be incorporated as appropriate into the next physical update of the affected map panels.

Frequently, the results of a LOMR-F or LOMA cannot be shown on the revised FIRM/DFIRM panel for the following reasons:

- Limitations in the accuracy of map data;
- Results indicated a particular property or structure was outside the SFHA as shown on the effective FIRM/DFIRM;
- Flood hazard and risk information on which the determination in the LOMC was based has been superseded by new flood hazard information.

To assist a community in maintaining the FIRM/DFIRM, FEMA prepares a Summary of Map Actions (SOMA), which is a summary of the LOMCs that will be superseded when the revised FIRM/DFIRM panels become effective.

As shown in the process flowchart in Figure 4-2 at the end of this chapter, FEMA provides the SOMAs to the affected communities at significant stages during the processing of PMRs. The SOMAs are provided to inform the affected communities about the effect

that the revised FIRM/DFIRM panels resulting from the PMR will have on previously issued LOMCs.

So that modifications made by LOMC are included in a physical map update, FEMA or an assigned FEMA Contractor/Mapping Partner supporting FEMA performs searches for all determinations at the following four processing stages:

1. Before the Preliminary versions of the affected FIRM/DFIRM panels are prepared and sent to the community for review and comment;
2. Before Revised Preliminary versions of the affected FIRM/DFIRM panels, if required, are prepared and sent to the community for review and comment;
3. Before the LFD is sent to the community; and
4. Before the effective date of the revised FIRM/DFIRM panels.

At each of the four processing stages, the LOMCs are sorted into the following categories:

- **Category 1** includes those LOMCs for which results have been shown on the revised FIRM/DFIRM panel(s).
- **Category 2** includes those LOMAs and LOMR-Fs for which results could not be mapped and shown on the revised FIRM/DFIRM panel(s) because of map data limitations or because the affected areas was determined to be outside the

SFHA as shown on the effective FIRM/DFIRM. (These LOMCs are revalidated after the revised FIRM/DFIRM panels become effective. LOMRs cannot be revalidated, and must be reissued if they are inadvertently not incorporated into the new FIRM/DFIRM panels.)

- **Category 3** includes those LOMCs for which results have not been, and will not be, reflected on the revised FIRM/DFIRM panels because the flood hazard and risk data on which the determinations were based are being superseded by new detailed flood hazard data.
- **Category 4** includes those LOMCs which were previously issued for multiple lots or structures where the determination for one or more of the lots or structures has changed and cannot be revalidated through the administrative process used for Category 2 LOMCs.

For the Category 4 LOMCs, FEMA reviews the data submitted in support of the original LOMC request and provides a new determination for the subject properties after the revised FIRM/DFIRM panels become effective.

As shown in the sample Preliminary transmittal letters and LFDs presented in Appendix A of the *FEMA Document Control Procedures Manual*, FEMA provides an explanation of the Preliminary or Final SOMA, respectively, that is enclosed with the

letter or explains that no LOMCs have been issued since the affected map panel(s) became effective.

To learn more about the detailed procedures followed in preparing the SOMAs, interested parties should refer to Subsections 1.5 and 1.11 of the *FEMA Document Control Procedures Manual*

(http://www.fema.gov/plan/prevent/fhm/gs_dcpm.shtm).

4.12 Revalidation Letter Processing

As discussed in the previous section on SOMAs, LOMCs affecting particular map panels are superseded when revised versions of those map panels become effective. Therefore, approximately 4 weeks before the effective date of the FIRM/DFIRM panel(s) affected by a PMR, FEMA prepares and distributes a LOMC-VALID letter for the LOMCs that would be superseded. FEMA mails the LOMC-VALID letter(s) to the community CEO(s), community FPA(s), and other community official(s) identified by the CEO.

During the processing of a revised FIRM/DFIRM and FIS report, FEMA may issue LOMC determination documents to amend or revise the effective FIRM/DFIRM and FIS report. In these determination documents, FEMA includes a notification to the community or individual property owner that the affected map panel is scheduled to be republished and the determination made in the LOMC will be superseded on the date the new panel became effective.

As shown in the sample determination documents and enclosures in Appendices B and C of the FEMA *Document Control Procedures Manual*, FEMA also notifies the community and individual property owner if the LOMC will be revalidated after the effective date of the revised map panel(s).

The LOMC-VALID letter typically becomes effective 1 day after the effective date of the newly effective FIRM/DFIRM panels. The LOMC-VALID letter is considered legally binding, in the same manner as an original LOMR-F or LOMA, provided a copy of the original LOMR-F or LOMA accompanies the LOMC-VALID letter.

If requested, FEMA will provide a copy of the original LOMR-F or LOMA determination documents and enclosures, if any, with the LOMC-VALID letter. FEMA does not charge the requester a review and processing fee for such requests.

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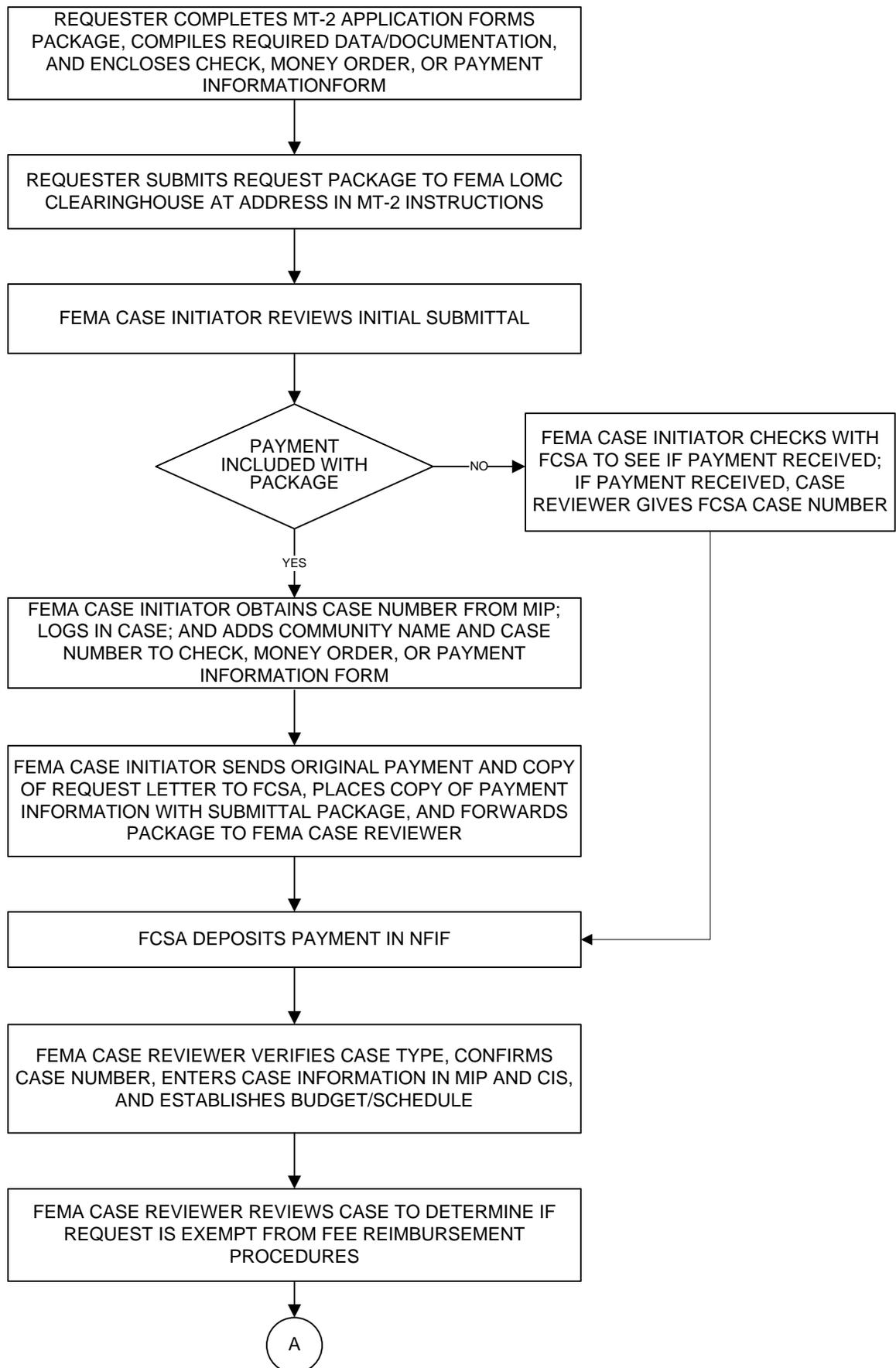


Figure 4-2. Initial Processing Procedures for Map Revisions

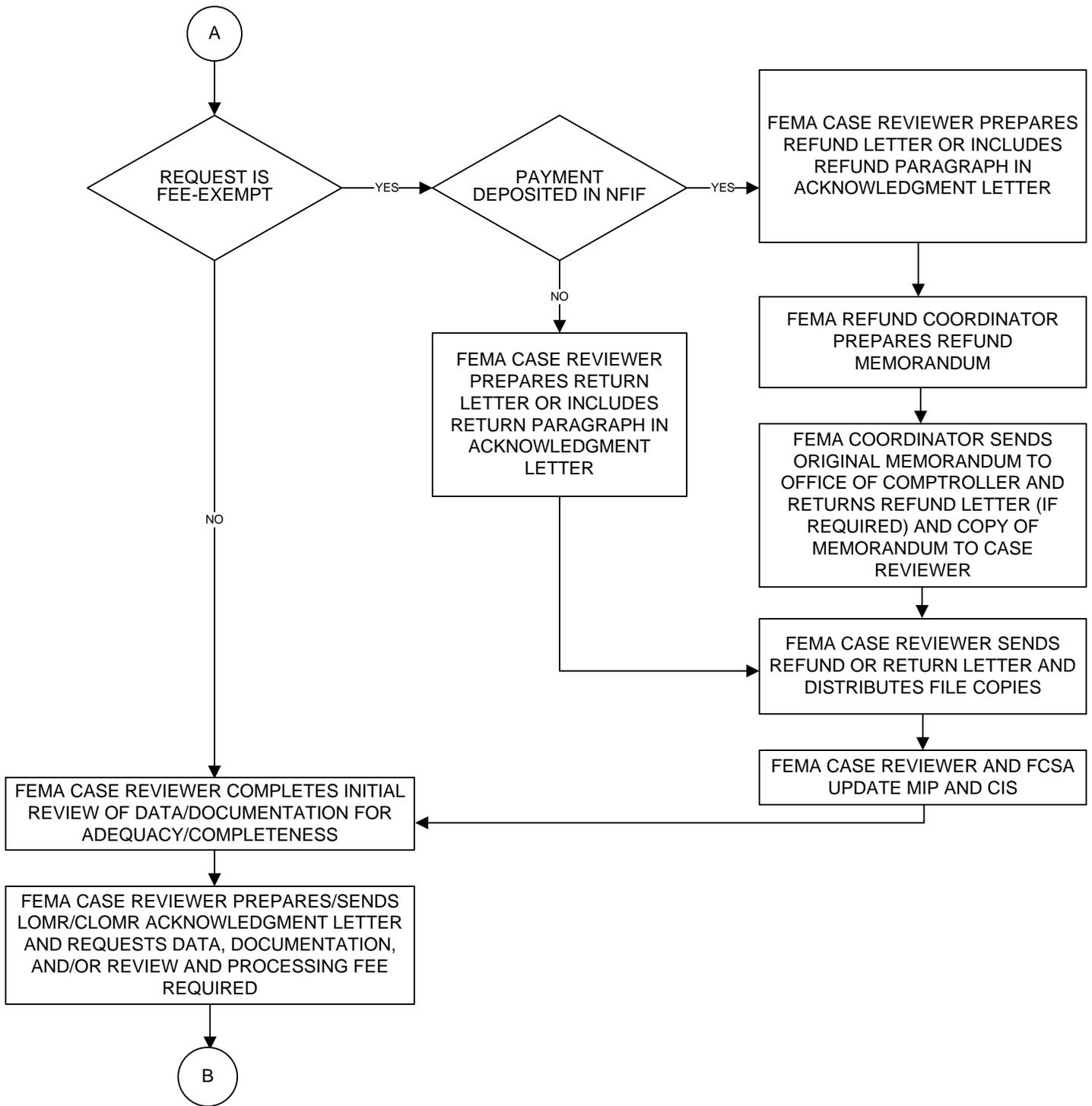


Figure 4-2. Initial Processing Procedures for Map Revisions (Cont'd)

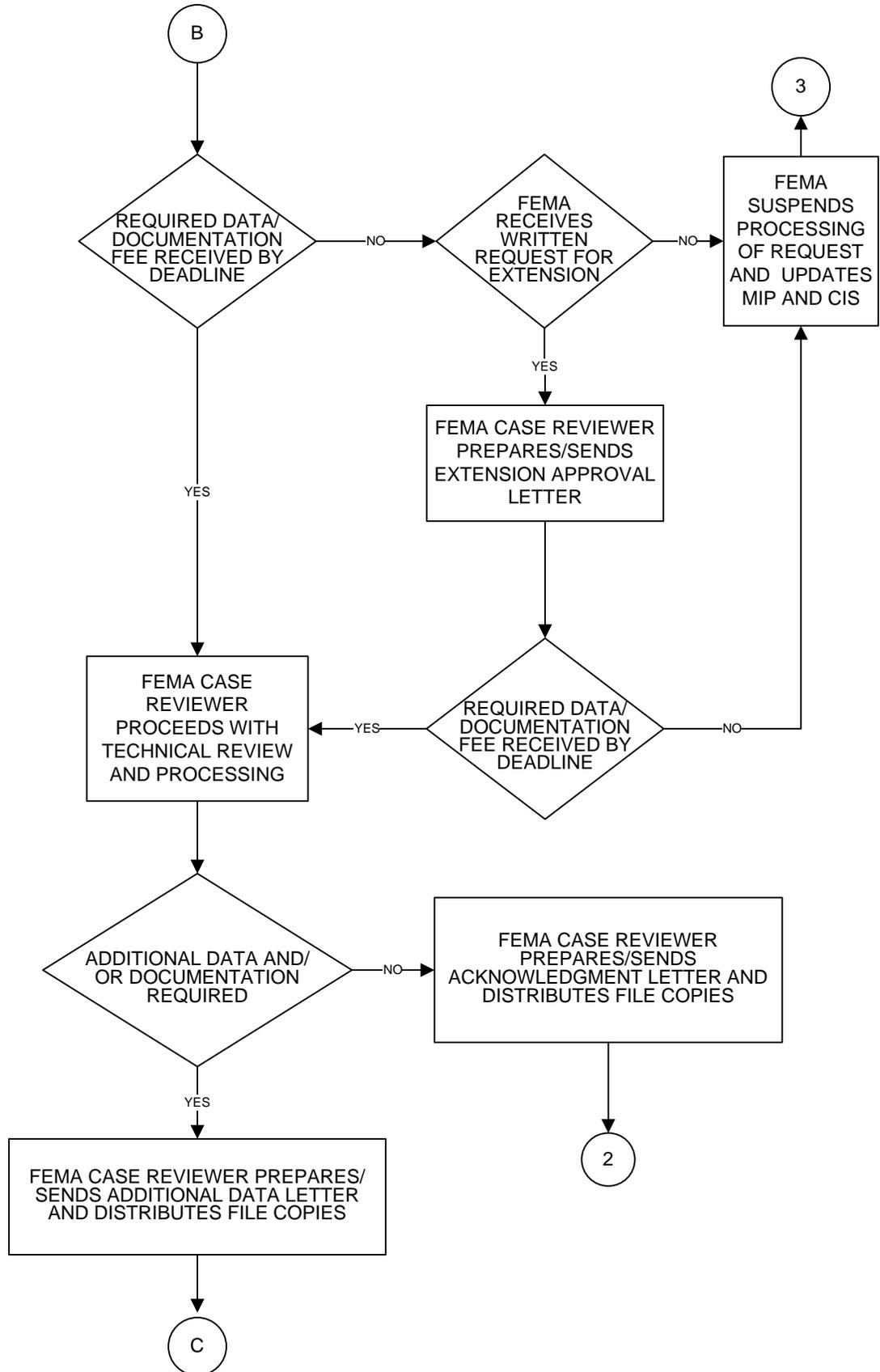


Figure 4-2. Initial Processing Procedures for Map Revisions (Cont'd)

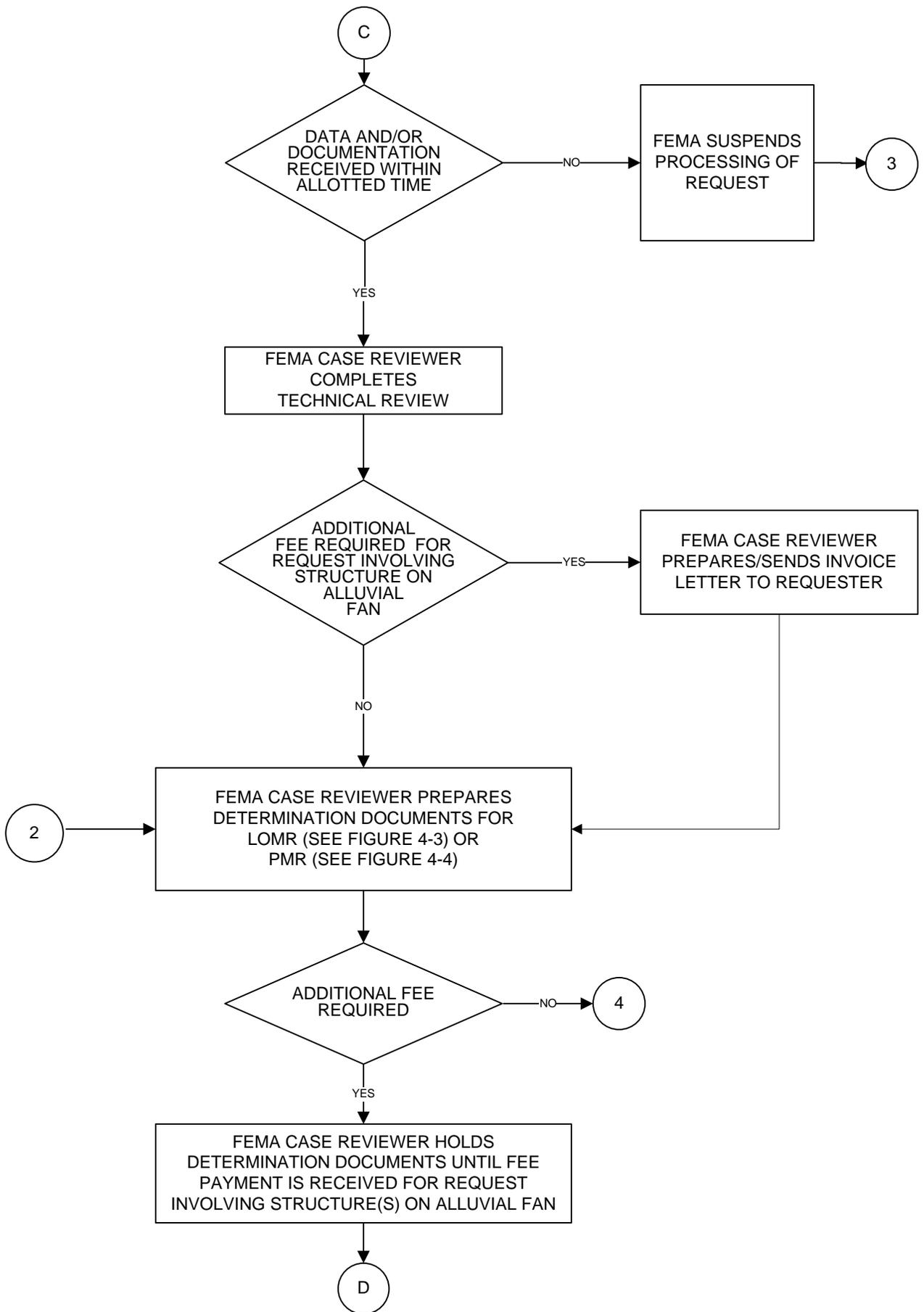


Figure 4-2. Initial Processing Procedures for Map Revisions (Cont'd)

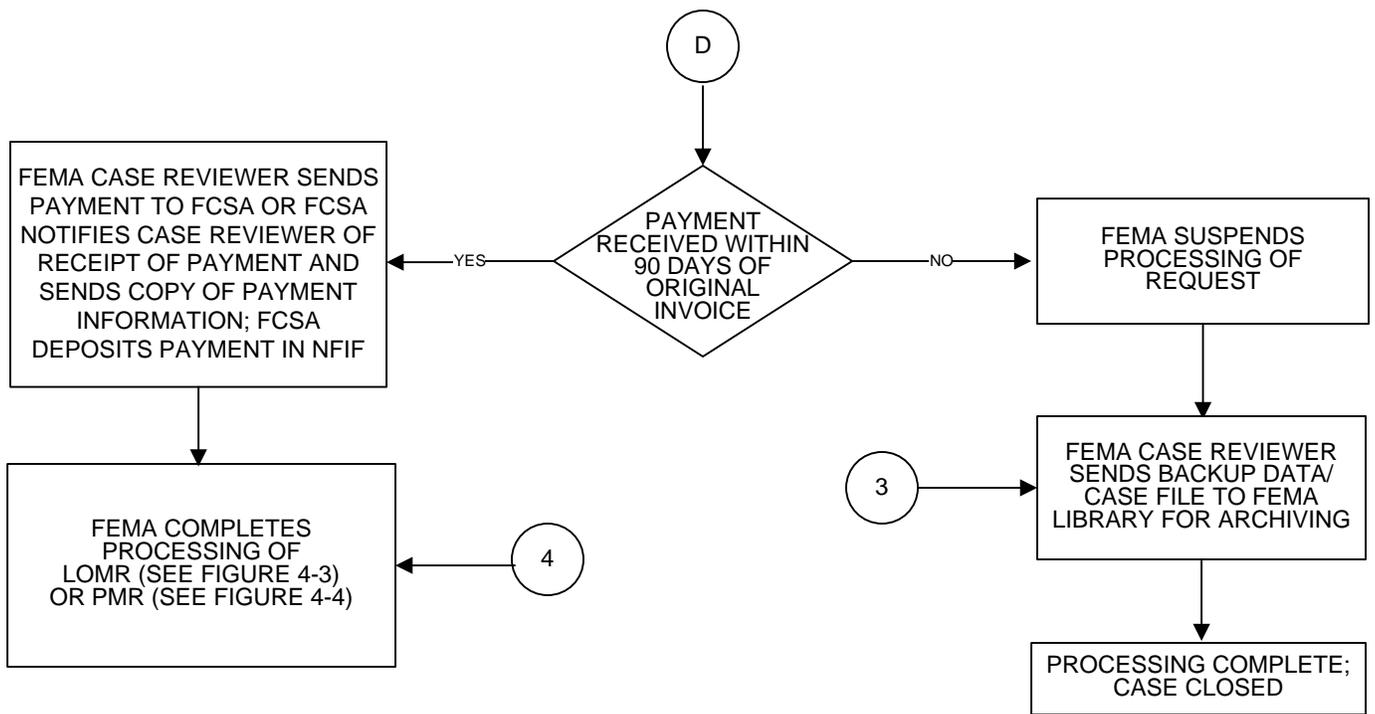


Figure 4-2. Initial Processing Procedures for Map Revisions (Cont'd)

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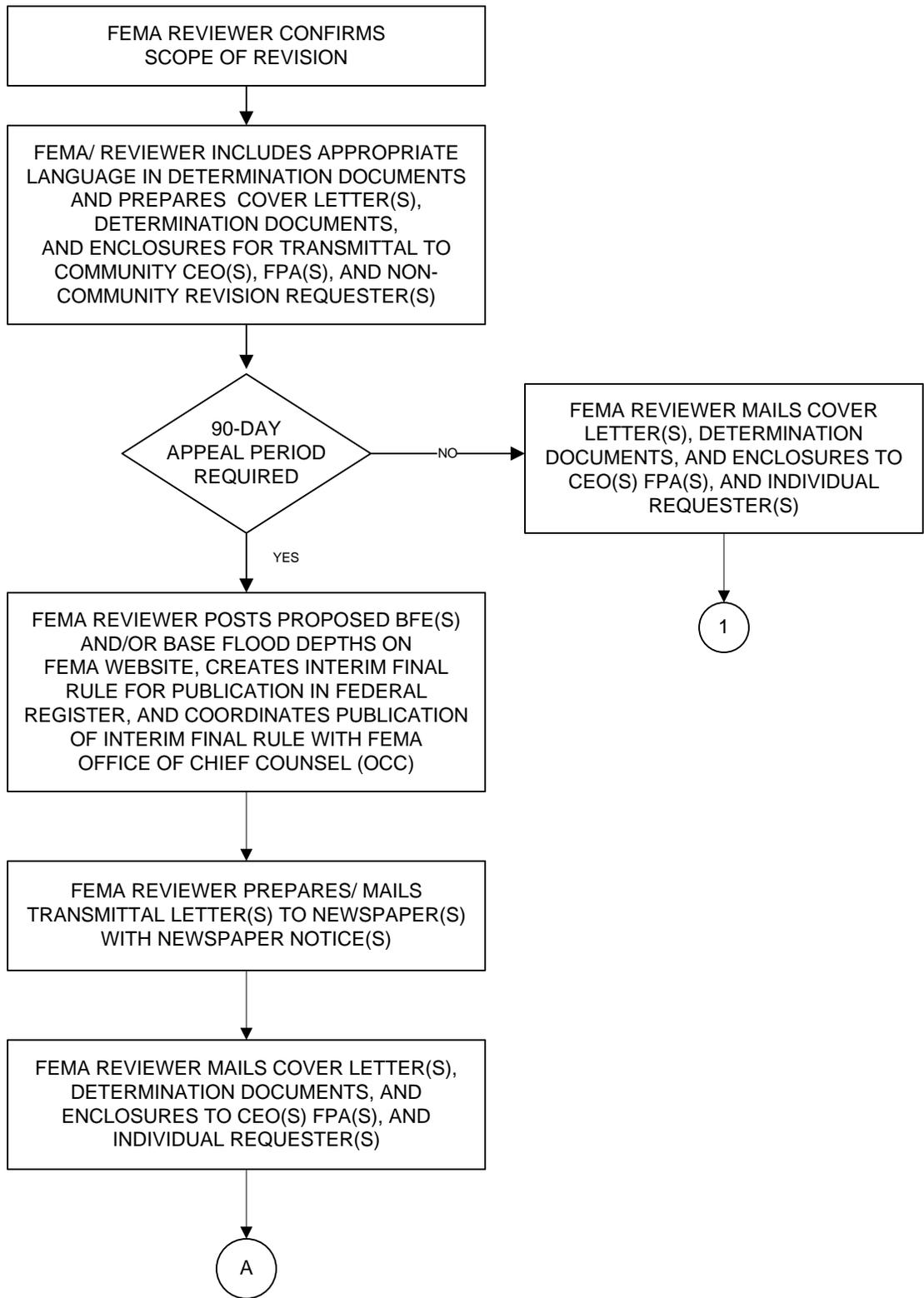


Figure 4-3. Final Processing Procedures for LOMRs

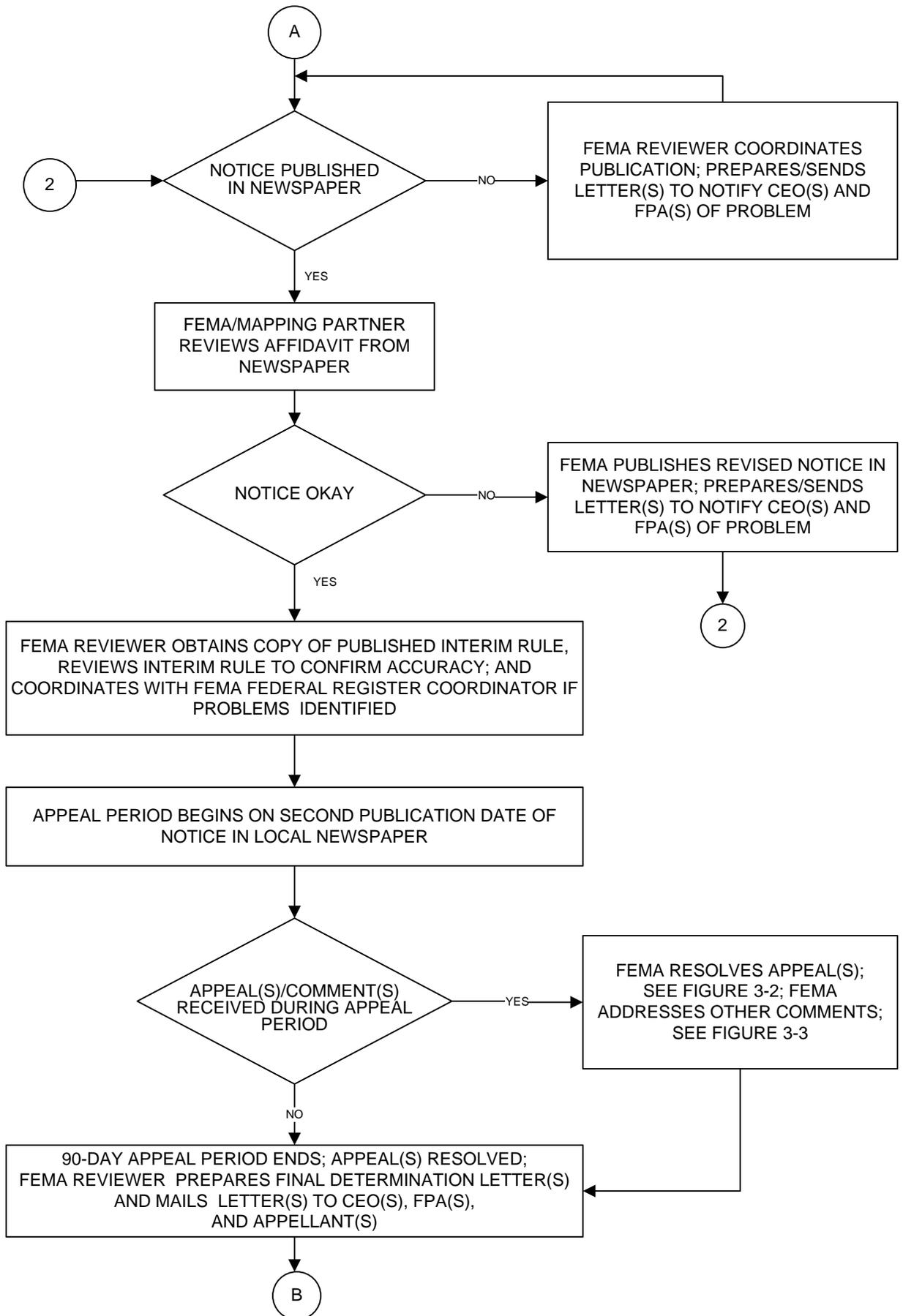


Figure 4-3. Final Processing Procedures for LOMRs (Cont'd)

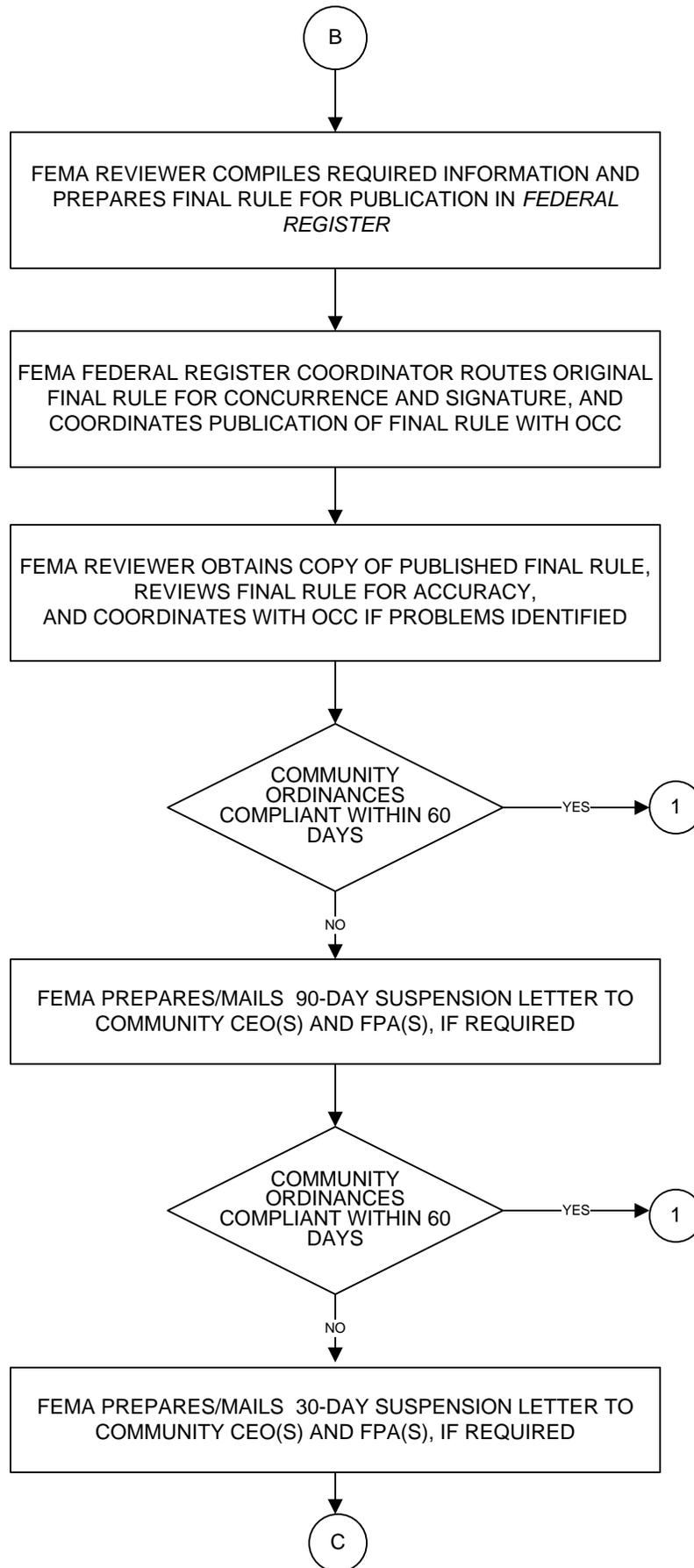


Figure 4-3. Final Processing Procedures for LOMRs (Cont'd)

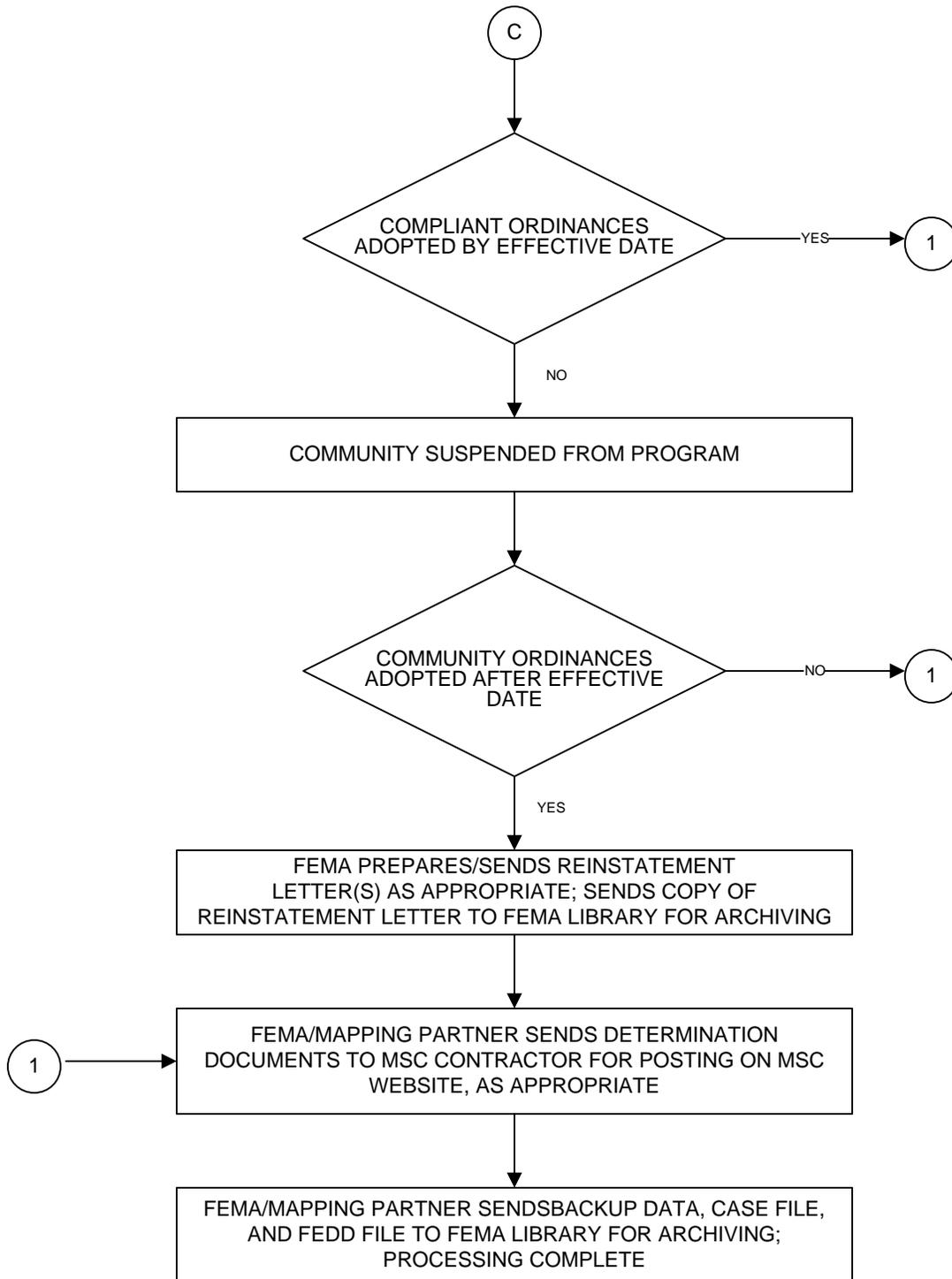


Figure 4-3. Final Processing Procedures for LOMRs (Cont'd)

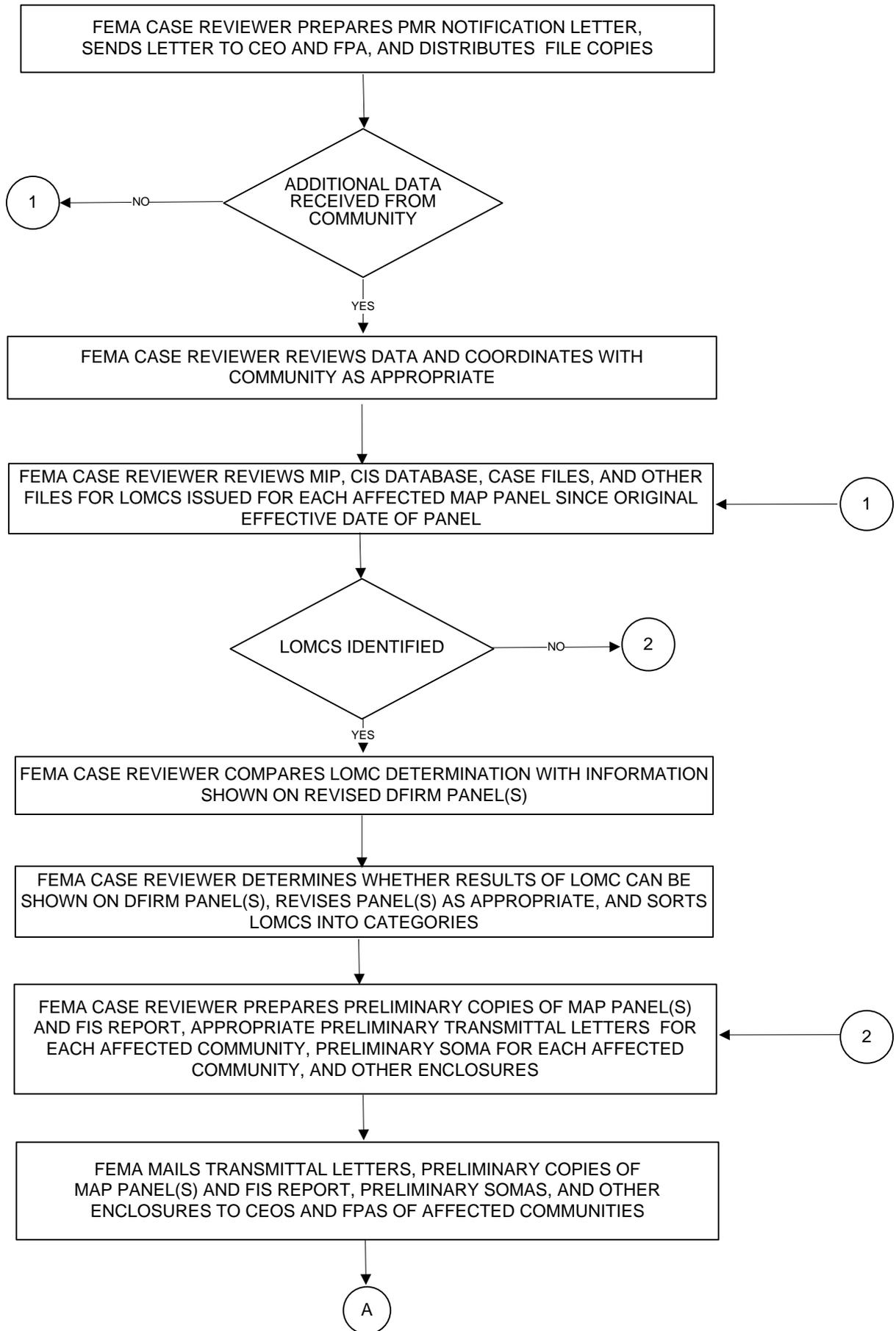


Figure 4-4. Final Processing Procedures for PMRs

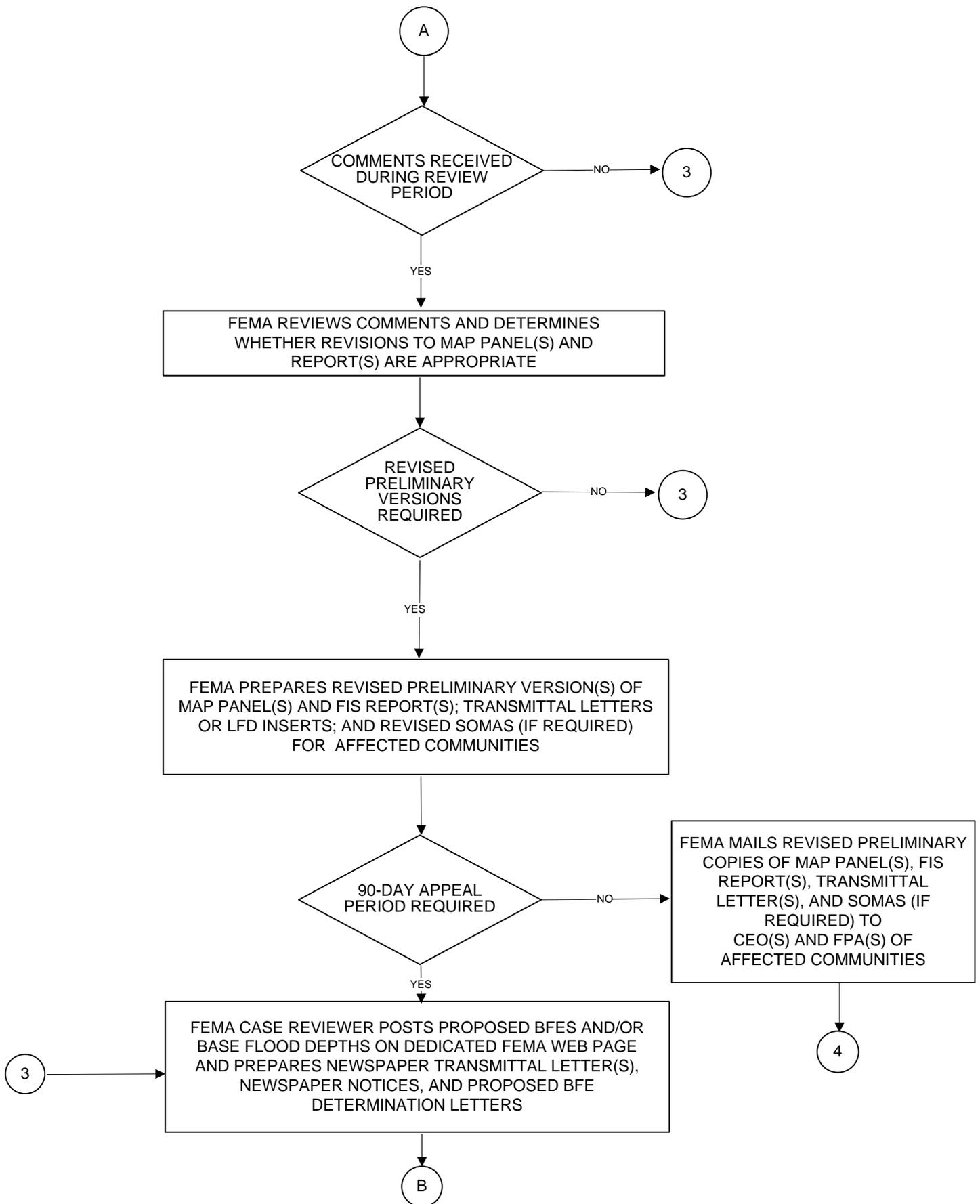


Figure 4-4. Final Processing Procedures for PMRs (Cont'd)

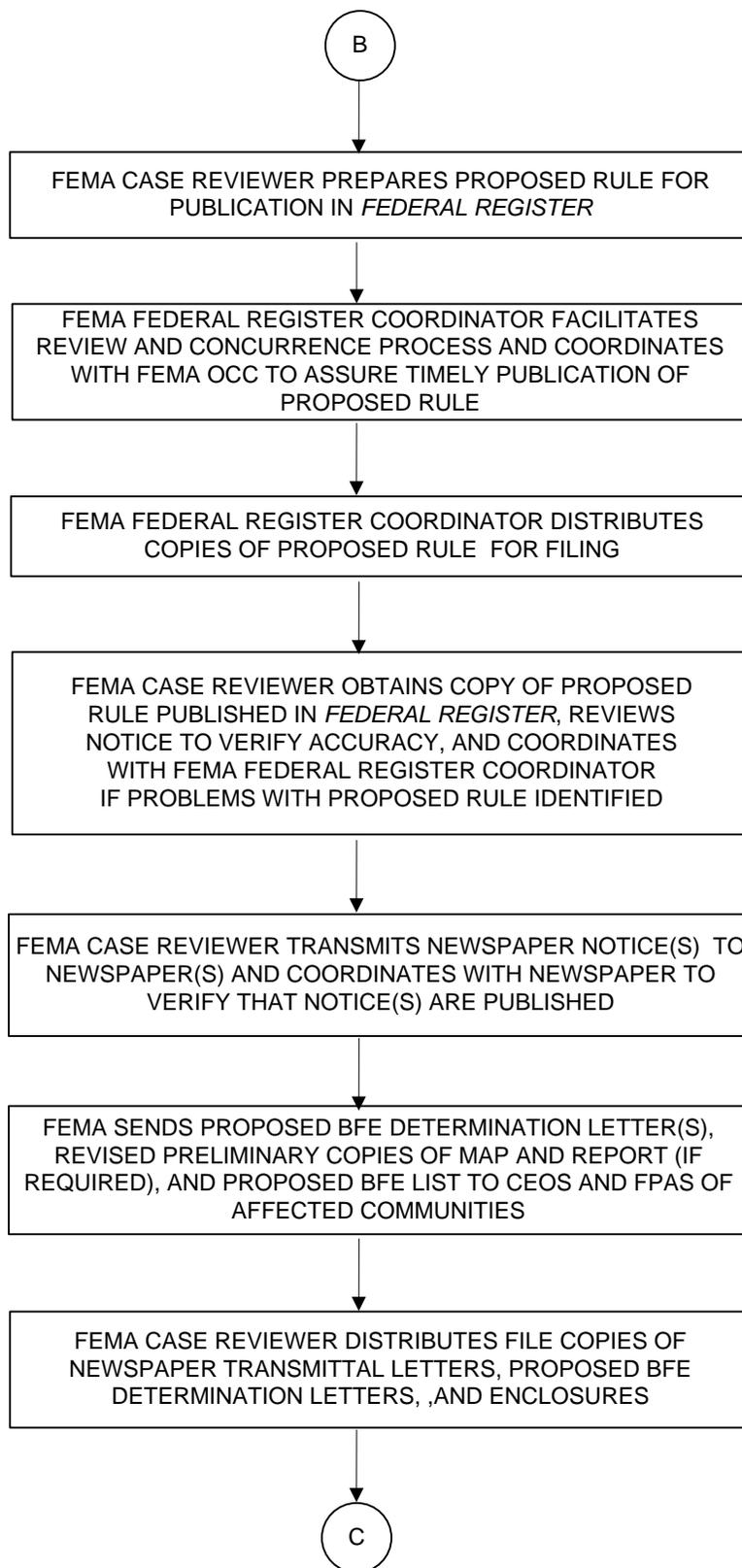


Figure 4-4. Final Processing Procedures for PMRs (Cont'd)

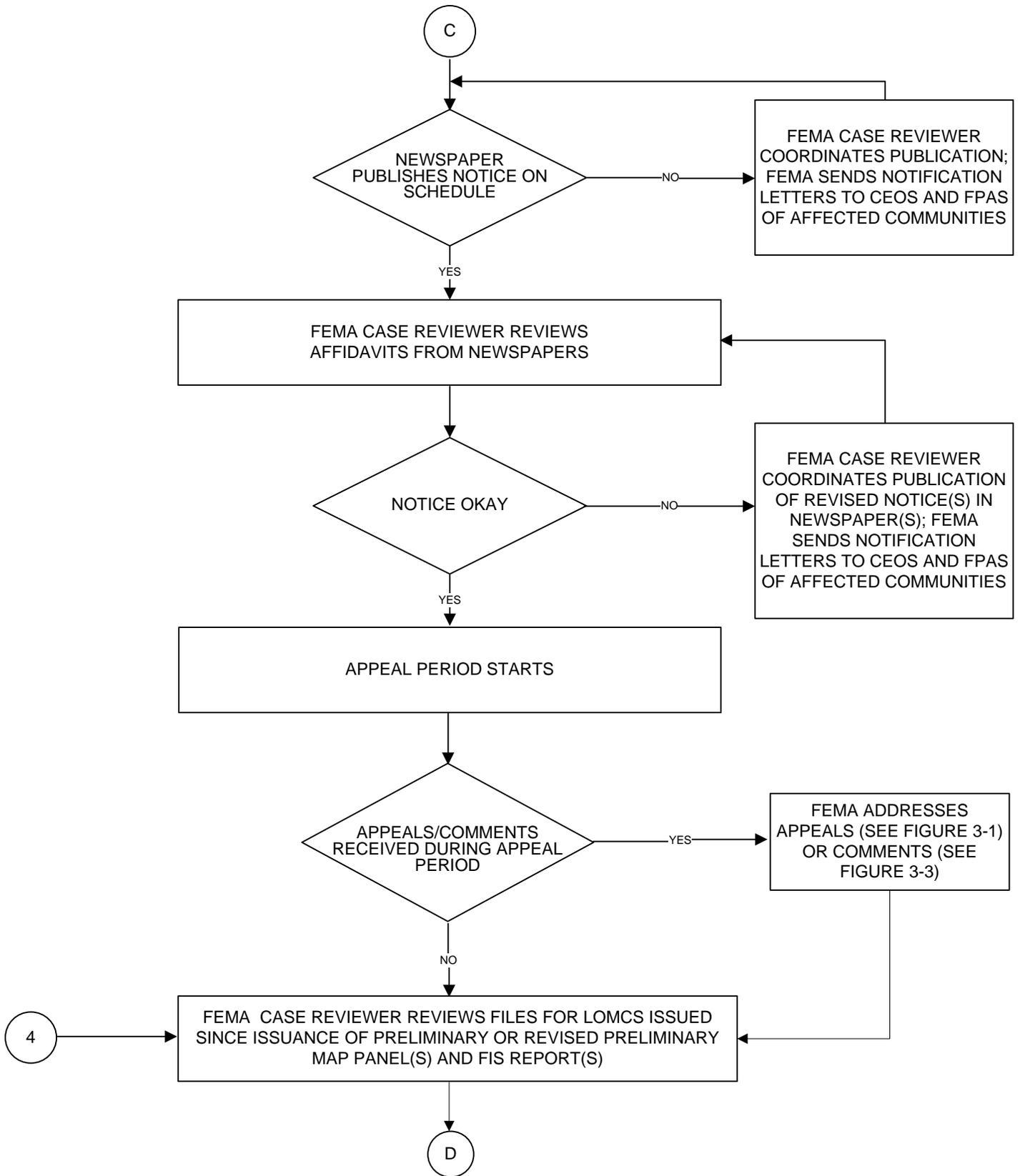


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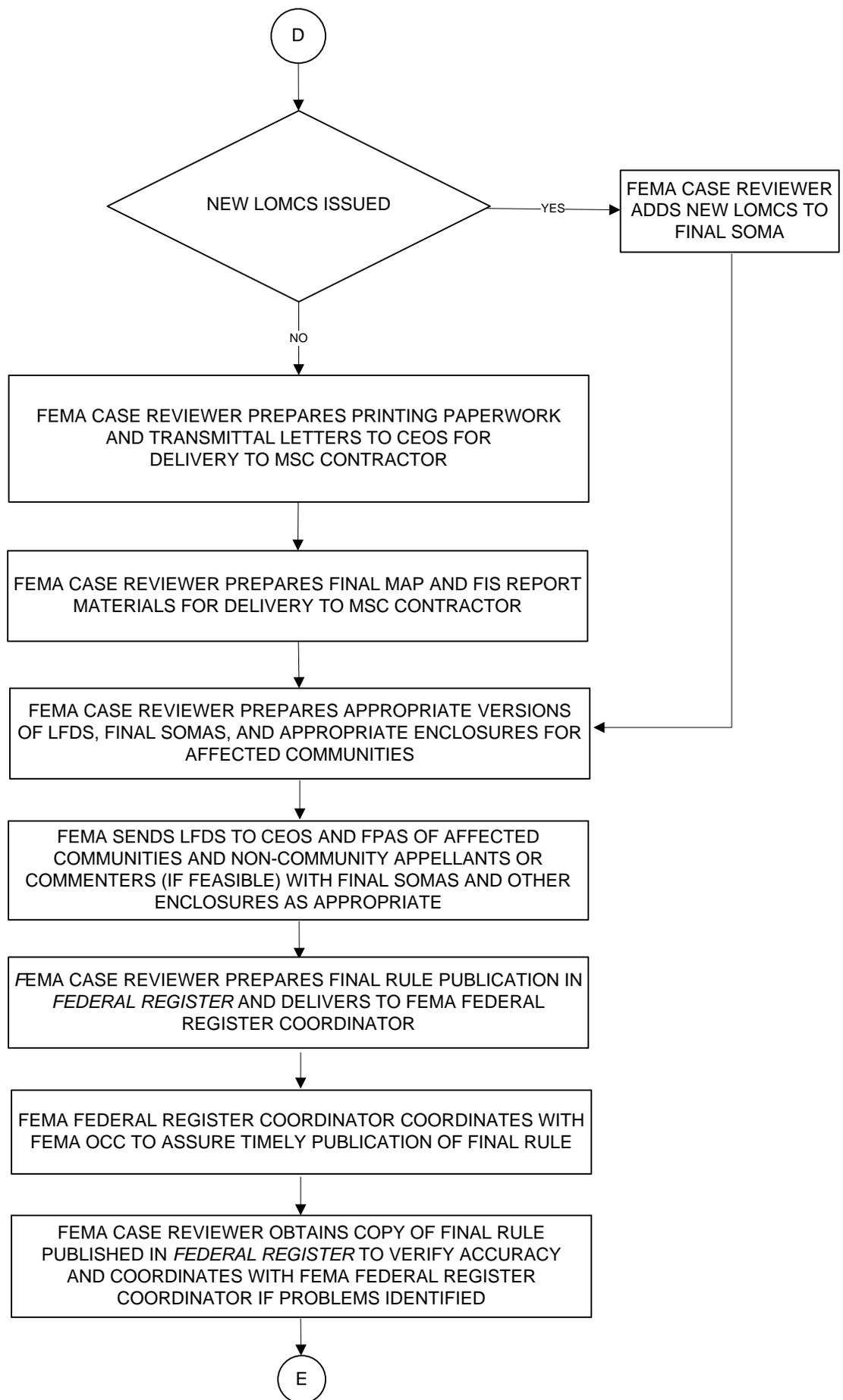


Figure 4-4. Final Processing Procedures for PMRs (Cont'd)

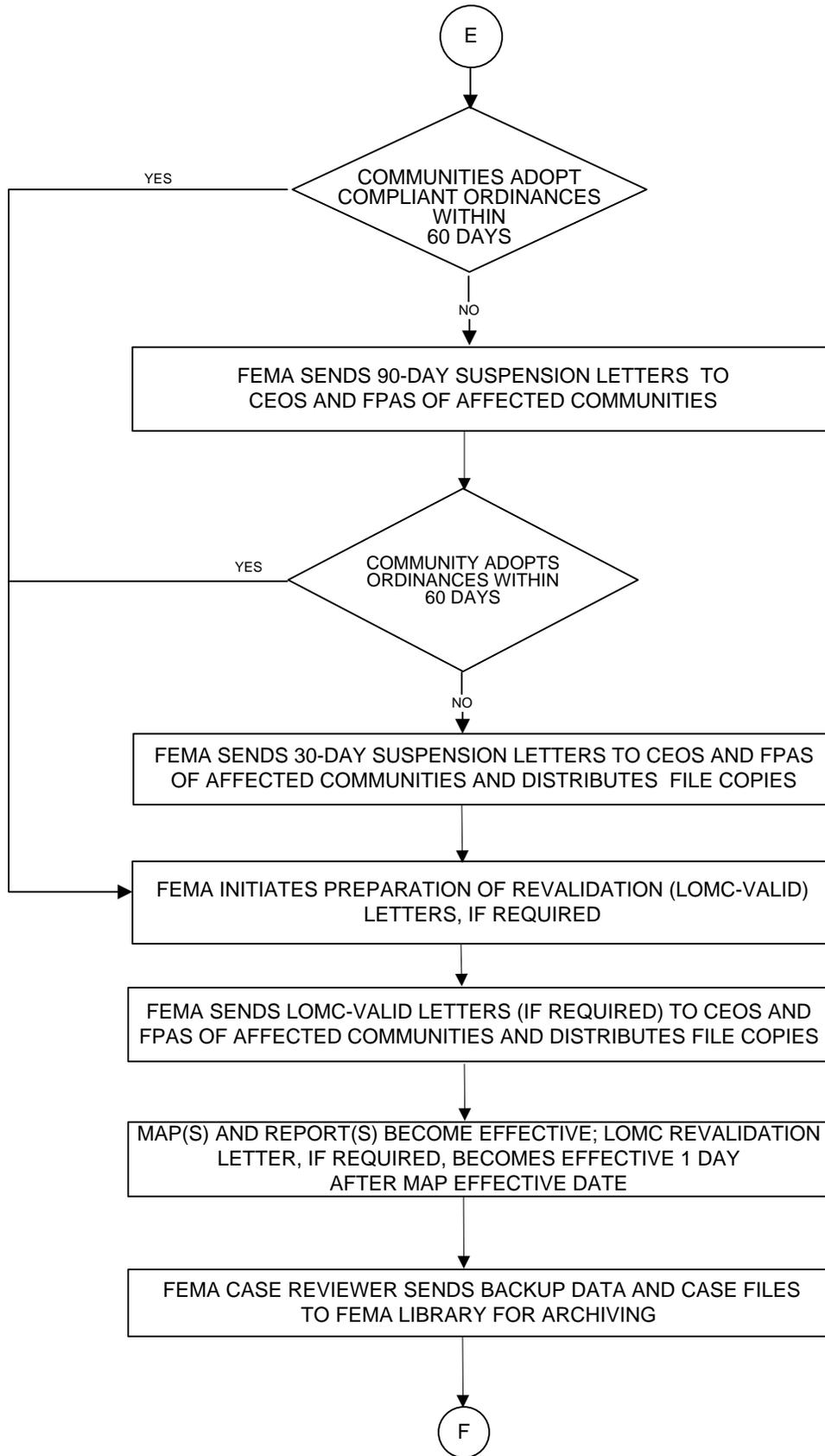


Figure 4-4. Final Processing Procedures for PMRs (Cont'd)

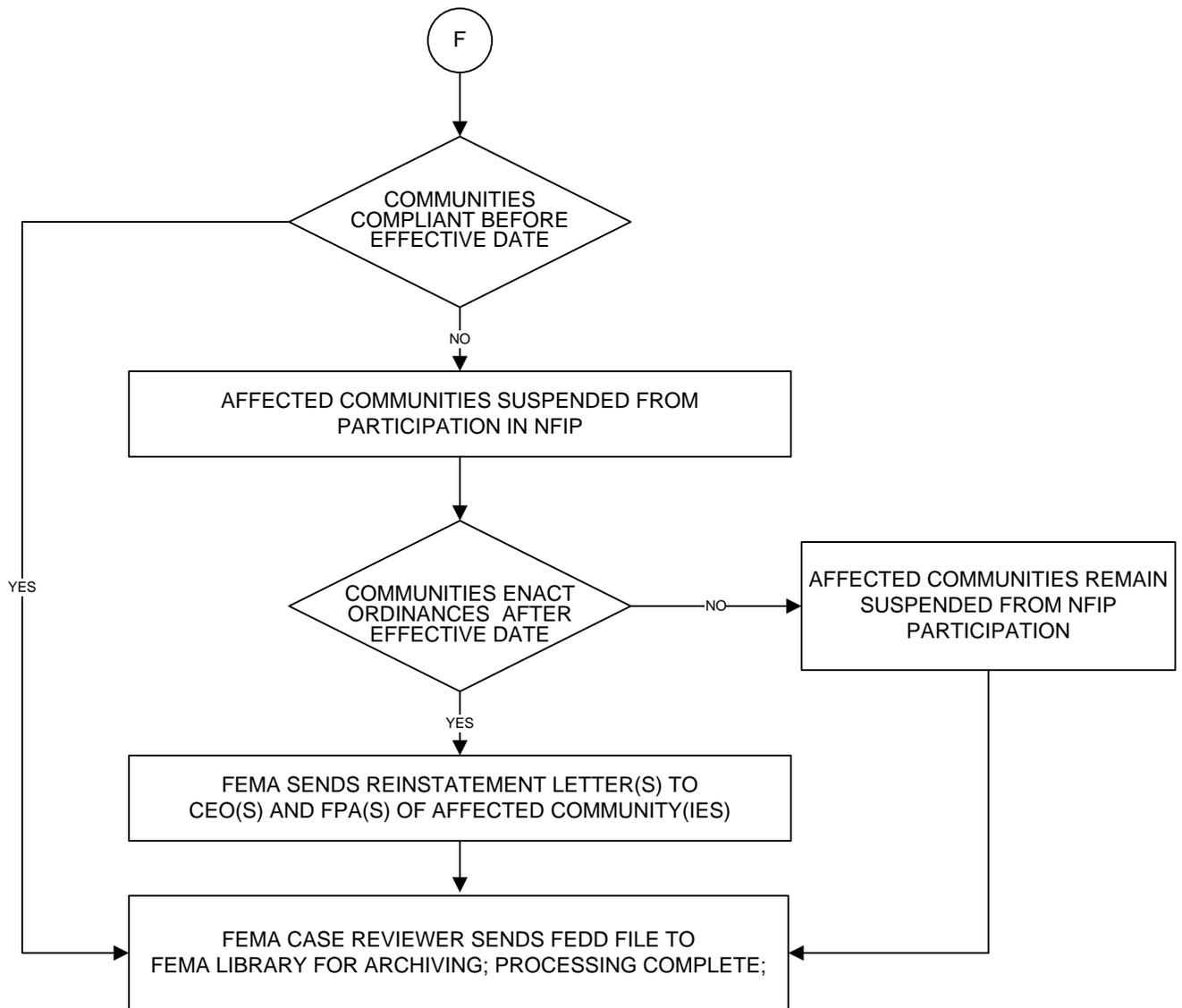


Figure 4-4. Final Processing Procedures for PMRs (Cont'd)

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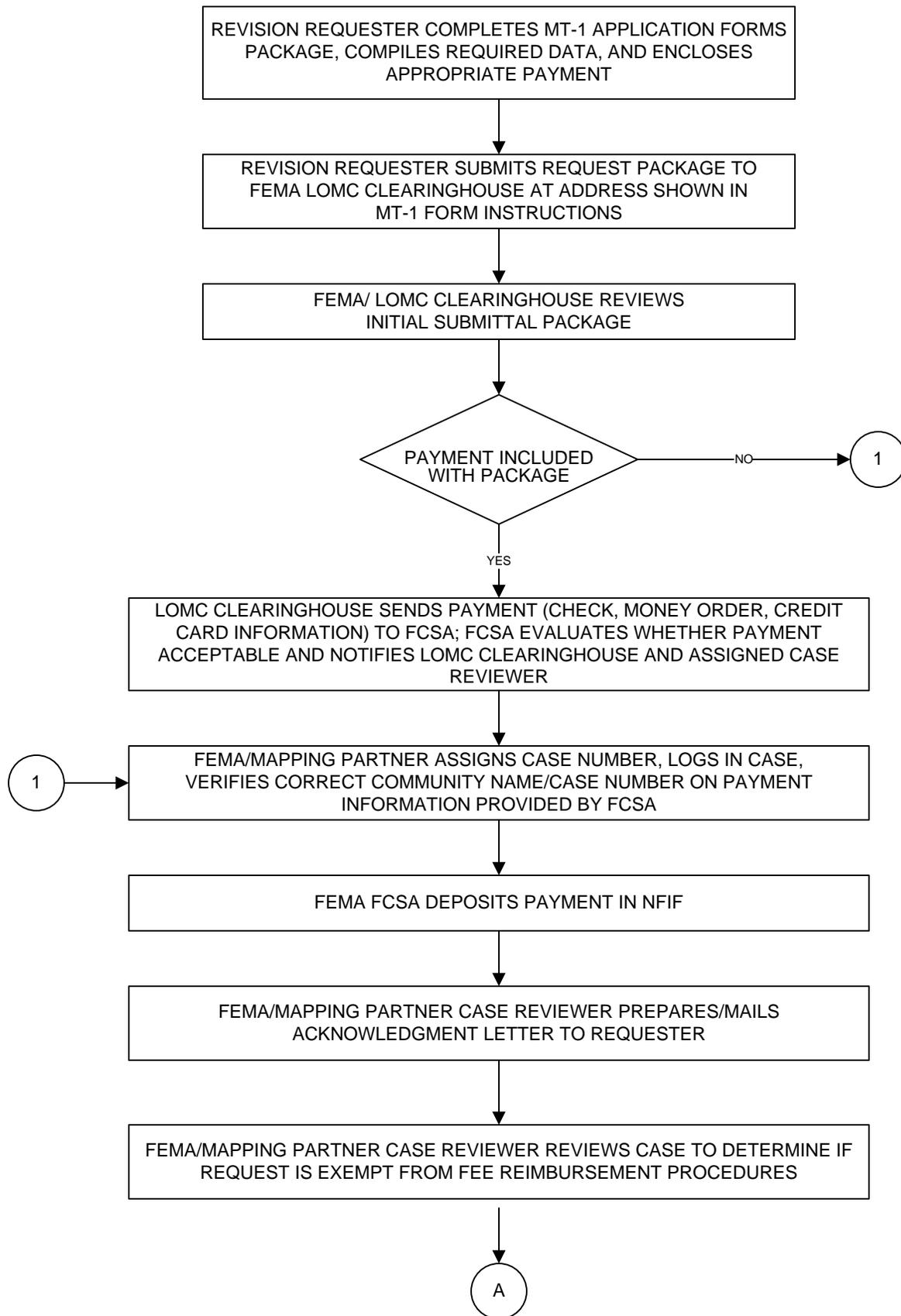


Figure 4-5. Processing Procedures for LOMR-Fs

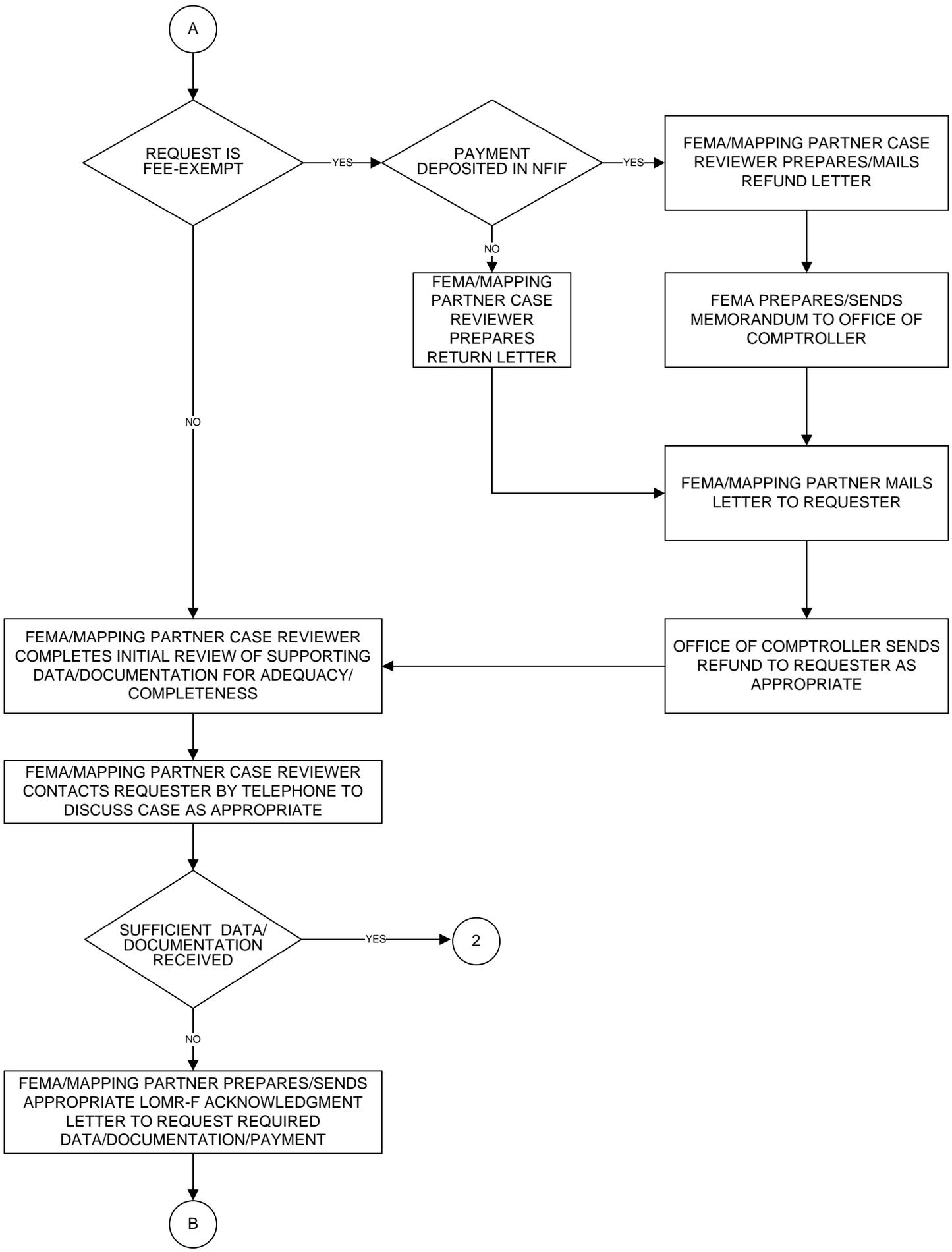


Figure 4-5. Processing Procedures for LOMR-Fs (Cont'd)

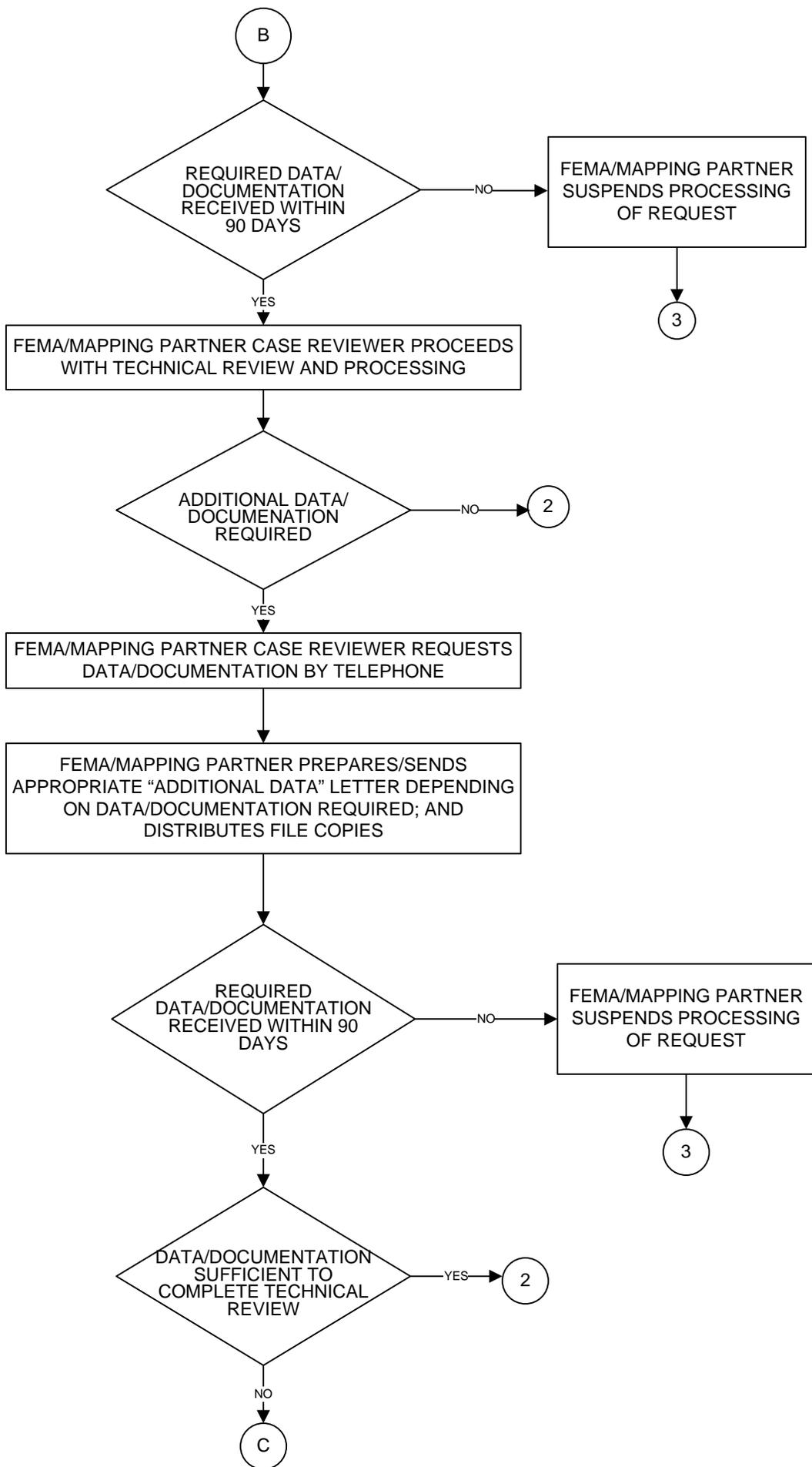


Figure 4-5. Processing Procedures for LOMR-Fs (Cont'd)

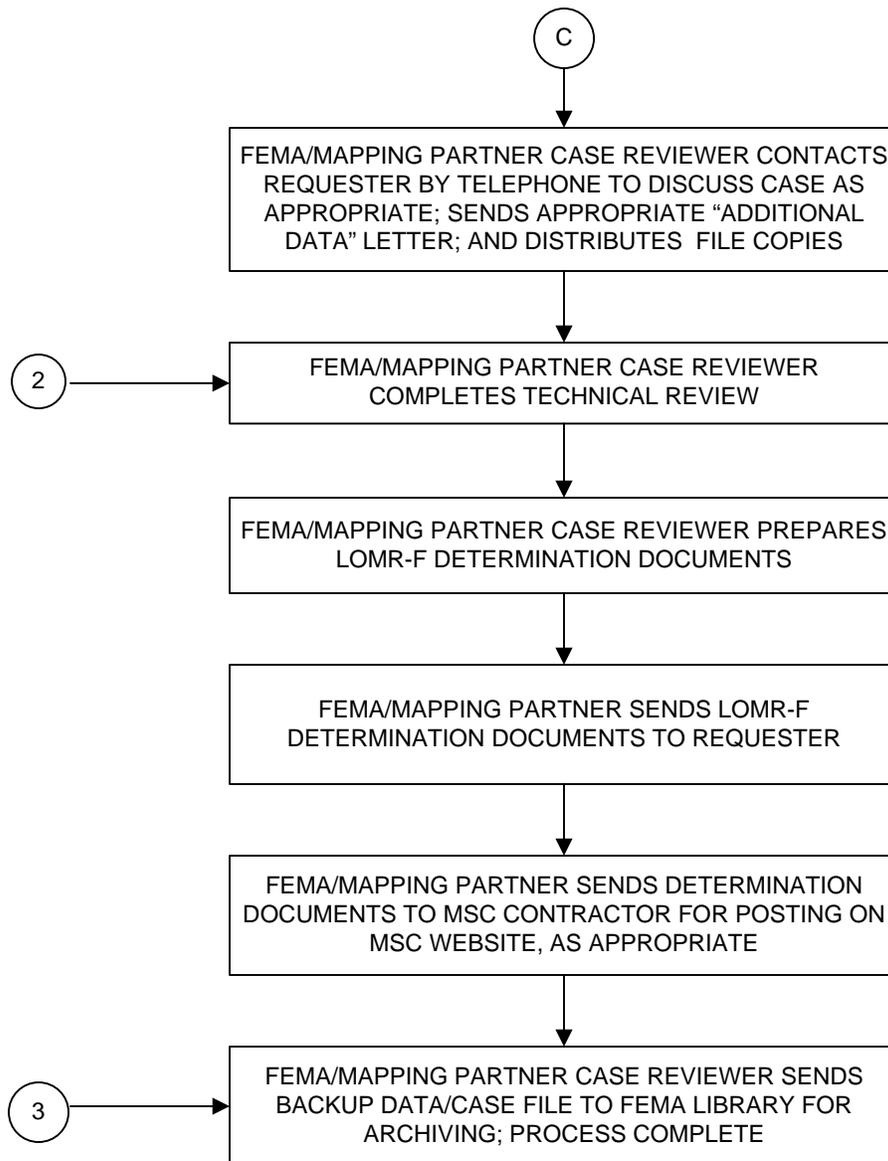


Figure 4-5. Processing Procedures for LOMR-Fs (Cont'd)