

Table of Contents

Preface.....	i
Chapter 1 Introduction	1-1
1.1 Background on National Flood Insurance Program	1-1
1.2 Emergency Phase	1-3
1.3 Regular Phase.....	1-3
1.3.1 Regular Conversion Process.....	1-4
1.3.2 Special Conversion Process	1-8
1.3.3 Existing Data Studies	1-9
1.4 Flood Hazard and Risk Information Shown on Flood Maps.....	1-9
1.5 Flood Map Formats	1-10
1.6 Additional Flood Map Information	1-10
1.7 Why Supporting Data and Documentation Are Needed	1-10
1.8 Map Change Processes.....	1-12
1.9 Application Forms and Processing Fees.....	1-15
Chapter 2 How To Use This Guide.....	2-1
2.1 Step 1-Determining Map To Be Changed and Changes Needed	2-1
2.1.1 Identify Type of Map To Be Changed	2-1
2.1.2 Determine Status of Map.....	2-2
2.1.3 Identify Types of Changes Being Requested	2-5
2.2 Step 2-Selecting a Map Change Process	2-6
2.2.1 Appeals.....	2-9
2.2.2 Comments	2-9
2.2.3 Map Revisions.....	2-9
2.2.4 Conditional Map Revisions.....	2-10
2.2.5 Map Amendments.....	2-11
2.2.6 Conditional Map Amendments	2-11
2.2.7 Revalidations.....	2-11
Chapter 3 Appeals.....	3-1
3.1 Background	3-1
3.1.1 Activities Leading Up To Appeal Period.....	3-1
3.1.2 How Appeal Period Is Administered	3-2
3.2 North American Vertical Datum of 1988.....	3-5
3.3 How To Submit an Appeal.....	3-5
3.4 Supporting Data and Documentation Required for Appeals.....	3-6
3.4.1 Scientifically Incorrect Flood Elevations or Depths	3-7
3.4.2 Technically Incorrect Flood Elevations or Depths.....	3-7
3.5 Technical Guidance.....	3-9

Guide for Community Officials (December 2009)

3.5.1	General Technical Guidance	3-10
3.5.2	Technical Guidance for Appeals Based on Levees/Levee Systems or Similar Structures/Systems	3-12
3.6	Appeal Processing Procedures	3-15
3.7	Administrative Hearings.....	3-18
3.8	Appeals to District Court.....	3-18
3.9	Other Comments Received During Appeal Period.....	3-18
3.9.1	Changes to Flood Zone Boundary Delineations.....	3-19
3.9.2	Changes to Corporate Limits.....	3-20
3.9.3	Changes to Road Names and Configurations.....	3-20
3.10	Comment Processing Procedures	3-20
Chapter 4	Map Revisions.....	4-1
4.1	Background.....	4-1
4.2	Application Forms	4-3
4.3	Fee-Charge System.....	4-3
4.4	North American Vertical Datum of 1988	4-4
4.5	How To Request a Map Revision Based on Conditions Other Than Fill.....	4-4
4.6	Supporting Data and Documentation Required for Map Revisions	4-6
4.7	Processing Procedures for Map Revisions Based on Conditions Other Than Fill	4-12
4.7.1	Physical Map Revision Processing Procedures.....	4-13
4.7.2	Letter of Map Revision Processing Procedures	4-15
4.7.3	Processing Procedures for Map Revision Requests Involving Structural Measures on Alluvial Fans.....	4-18
4.8	How To Request a Map Revision Based on Fill	4-19
4.9	Supporting Data and Documentation Required for Map Revisions Based on Fill.....	4-20
4.10	Map Revision Based on Fill Processing Procedures	4-23
4.11	Summary of Map Actions Processing	4-24
4.12	Revalidation Letter Processing	4-26
Chapter 5	Map Amendments	5-1
5.1	Background.....	5-1
5.2	Application Forms for Standard Letters of Map Amendment.....	5-2
5.3	North American Vertical Datum of 1988	5-2
5.4	How To Request a Standard Letter of Map Amendment	5-3
5.5	Supporting Data and Documentation Required for Standard Letters of Map Amendment	5-4
5.6	Standard Letter of Map Amendment Processing Procedures	5-7
5.7	Requirements for Electronic Letters of Map Amendment.....	5-8
5.8	Summary of Map Actions Processing	5-10

Guide for Community Officials (December 2009)

5.9	Revalidation Letter Processing	5-11
Chapter 6	Conditional Revisions and Amendments	6-1
6.1	Background.....	6-1
6.2	Application Forms	6-2
6.3	Fee-Charge System.....	6-2
6.4	North American Vertical Datum of 1988	6-3
6.5	Endangered Species Act	6-3
6.6	How To Request a Conditional Letter of Map Revision	6-3
6.7	Supporting Data and Documentation Required for Conditional Letters of Map Revision	6-4
6.8	Conditional Letter of Map Revision Processing Procedures	6-6
6.9	How To Request a Conditional Letter of Map Revision Based on Fill	6-7
6.10	Supporting Data and Documentation Required for Conditional Letters of Map Revision Based on Fill.....	6-8
6.11	Conditional Letter of Map Revision Based on Fill Processing Procedures.....	6-11
6.12	How To Request a Conditional Letter of Map Amendment.....	6-12
6.13	Supporting Data and Documentation Required for Conditional Letters of Map Amendment	6-13
6.14	Conditional Letter of Map Amendment Processing Procedures	6-16
Chapter 7	Floodway Revisions	7-1
7.1	Background.....	7-1
7.2	Application Forms	7-4
7.3	Fee-Charge System.....	7-4
7.4	North American Vertical Datum of 1988	7-4
7.5	How To Request a Floodway Revision	7-5
7.6	Supporting Data and Documentation Required for Floodway Revisions.....	7-6
7.7	Floodway Revision Processing Procedures	7-8
Chapter 8	Revisions Based on “Adequate Progress” (Zone A99) Determinations	8-1
8.1	Background.....	8-1
8.2	Community, State, and Federal Responsibilities	8-2
8.3	Eligibility Requirements.....	8-2
8.4	Application and Submittal Requirements.....	8-3
8.5	FEMA Review and Response.....	8-4
8.6	Requirements for Maintaining Zone A99 Designation.....	8-4
8.7	Flood Insurance Requirements in Zone A99	8-4
8.8	Floodplain Management and Building Requirements in Zone A99	8-5
8.9	Requirements for Removing Zone A99 Designation	8-5

Guide for Community Officials (December 2009)

Chapter 9	Revisions Based on “Flood Protection Restoration” (Zone AR)	
	Determinations	9-1
9.1	Background	9-1
9.2	Community, State, and Federal Responsibilities.....	9-2
9.3	General Requirements	9-2
9.4	Eligibility Requirements.....	9-3
9.5	Application and Submittal Requirements.....	9-3
9.5.1	Supporting Information and Documentation Required for Community That Does Receive Federal Funds	9-3
9.5.2	Supporting Information and Documentation Required for Community That Does Not Receive Federal Funds	9-4
9.6	Limitations and Completion Requirements.....	9-5
9.7	Exclusions.....	9-6
9.8	FEMA Review and Response.....	9-6
9.9	Requirements for Maintaining Zone AR Designation.....	9-7
9.10	Flood Insurance Requirements in Zone AR	9-7
9.11	Floodplain Management and Building Requirements in Zone AR	9-7
9.12	Requirements for Removing Zone AR Designation from Map	9-8
Chapter 10	Letters of Determination Review	10-1
10.1	Background	10-1
10.2	Review and Processing Fees	10-1
10.3	Letter of Determination Review Processing Procedures.....	10-1
10.3.1	Initial Review and Processing	10-2
10.3.2	Required Information and Documentation.....	10-2
10.3.3	Final Review and Processing	10-2
10.4	Deliverable Products	10-3
10.5	Impact of Letter of Determination Review	10-3
Appendix A	Glossary of Terms	A-1
Appendix B	How To Obtain FEMA Publications and Backup Data.....	B-1
	Maps and Reports	B-1
	In-Progress Maps, Reports, and Other Products.....	B-1
	Completed Maps, Reports, and Other Products.....	B-2
	Other Mapping-Related Resources	B-3
	Technical Bulletins	B-5
	Floodplain Management Publications.....	B-5
	FEMA Map Assistance Center	B-6
	Technical and Administrative Support Data	B-6
Appendix C	How To Support Revisions When Backup Data Are Unavailable.....	C-1
	Recreating Models	C-1

Guide for Community Officials (December 2009)

Riverine Flooding Sources.....	C-2
Coastal Flooding Sources.....	C-2
Appendix D FEMA Fee-Charge System	D-1
Background.....	D-1
Affected Submittals.....	D-1
Exemptions	D-1
Unfavorable Responses.....	D-2
Fee Schedule	D-2
Appendix E FEMA and State Resources	E-1
FEMA Headquarters Office	E-1
FEMA Map Assistance Center	E-1
FEMA Regional Offices	E-1
State Resources	E-1
Archived Data	E-11
FEMA Web-Based Resources	E-11
How To Order FEMA Publications	E-12

List of Tables

Table 1-1. Quick Guide to Guidelines and Specifications Appendices.....	1-7
Table 2-1 Description of Map Change Types and Processes	2-7
Table 4-1. Supporting Data and Documentation for Map Revisions Based on Effects of Physical Changes in Floodplain	4-7
Table 4-2. Supporting Data and Documentation for Map Revisions Based on Use of Better Data.....	4-8
Table 4-3. Supporting Data and Documentation Required for Map Revisions Based on Use of Alternative Methodology.....	4-9
Table 4-4. Supporting Data and Documentation for Map Revisions Based on Structural Modifications.....	4-10
Table 4-5 Guidelines for Establishing Effective Dates for LOMRs.....	4-17
Table 7-1. Supporting Data and Documentation for Floodway Revisions.....	7-7
Table D-1. Fee Schedule for Conditional and Final Map Change Products	D-3
Table E-1. FEMA Regional Office Contact Information	E-3
Table E-2. State NFIP Coordinator Contact Information.....	E-5
Table E-3. Fee Schedule for Technical and Administrative Support Data.....	E-13

List of Figures

Figure 1-1. Milestones for Participation in Emergency Phase of NFIP	1-4
Figure 1-2. Milestones for Participation in Regular Phase of NFIP	1-8
Figure 2-1. Sample NFIP Map Title Blocks	2-2
Figure 3-2. Processing Procedures for Appeals of LOMR Determinations	3-25
Figure 3-3. Processing Procedures for Comments Received During Appeal Period	3-27
Figure 4-1. Payment Information Form.....	4-5
Figure 4-2. Initial Processing Procedures for Map Revisions Based on Conditions Other Than Fill	4-299
Figure 4-3. Final Processing Procedures for LOMRs	4-355
Figure 4-4. Final Processing Procedures for PMRs	4-399
Figure 4-5. Processing Procedures for LOMR-Fs	4-47
Figure 5-1. Processing Procedures for LOMAs	5-13
Figure 6-1. Processing Procedures for CLOMRs.....	6-19
Figure 6-2. Processing Procedures for CLOMR-Fs	6-25
Figure 6-2. Processing Procedures for CLOMAs.....	6-289
Figure B-1. Map Service Center Home Page	B-2
Figure E-1. FEMA Regions.....	E-2