FEDERAL EMERGENCY MANAGEMENT AGENCY APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURE AMENDMENTS AND REVISIONS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS	O.M.B. No. 3067-0257 Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 2.4 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate to: Information Collection Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0257), Washington, DC 20503.

This form should be used by an individual property owner to request that the Federal Emergency Management Agency (FEMA) remove a single residential structure or a legally recorded parcel of land or portions thereof, described by metes and bounds certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1 percent chance of being equaled or exceeded in any given year (base flood), via Letter of Map Amendment (LOMA) or Letter of Map Revision Based on Fill (LOMR-F). It shall not be used for requests involving changes to base flood elevations, floodway designations, or proposed projects. In addition, it shall not be used for requests submitted by developers or for requests involving multiple structures or lots.

Applicable Regulations

The regulations pertaining to LOMAs and LOMRs-F are presented in the National Flood Insurance Program (NFIP) regulations under Title 44, Chapter I, Parts 65, 70 and 72, Code of Federal Regulations. The purpose of Part 70 is to provide an administrative procedure whereby FEMA will review information submitted by an owner or lessee of property who believes that his or her property has been inadvertently included in a designated SFHA. The necessity of Part 70 is due in part to the technical difficulty of accurately delineating the SFHA boundary on an NFIP map. Part 70 procedures shall not apply if the topography has been altered since the effective date of the first NFIP map (i.e., a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map) showing the property to be within the SFHA. Requests involving changes in topography (such as the placement of fill) are handled under the procedures described in Part 65. In such instances, note especially NFIP regulations Paragraph 65.5.

Basis of Determination

FEMA's determination as to whether a structure or legally recorded parcel of land, or portions thereof, described by metes and bounds, may be removed from the SFHA will be based upon a comparison of the base flood elevation (BFE) with certain elevation information. The elevation information required is dependent on whether a structure, a legally recorded parcel of land, or portions thereof are to be removed from the SFHA and whether fill has been placed on the property to raise the structure or parcel of land above the BFE, as outlined below.

Item to be Removed from the SFHA	Elevation Information Required
Structure located on natural ground (LOMA)	Lowest adjacent grade to the structure (the elevation of the lowest ground touching the structure including attached deck)
Structure located on fill (LOMR-F)	Lowest adjacent grade to the structure and the elevation of the lowest floor (including basement/attached garage)
Undeveloped legally recorded parcel of land or portions thereof (LOMA or LOMR-F)	Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA

Please note the following list of some of the special considerations that may affect FEMA's determination:

- Fill is defined as material placed to raise the ground to or above the BFE. Fill placed before the effective date of the first NFIP map showing the property to be withinthe SFHA is treated as natural ground. If this cannot be determined, then the initial identification date will be used.
- In areas of sheetflow flooding (AO Zones), the FEMA Regional Office should be contacted to clarify the elevation information that will be required for a determination as to whether a structure or a legally defined parcel of land can be removed from the SFHA.
- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE in the SFHA and any portion of the structure (i.e., posts or piers) is still below the BFE, the building will not be removed from the SFHA.

Effective March 10, 1997, FEMA revised the fee schedule for reviewing and processing requests for modifications to published flood information and maps. Under this schedule, FEMA established a flat review and processing fee for each type of request. The fee for your LOMR-F request will be $400, or $300 if following a conditional LOMR-F, and must be received before we can begin processing your request. LOMAs are fee exempt. Payment of this fee shall be made 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 (please include form 1A of MT-1 forms). The payment must be forwarded to the following address:

Federal Emergency Management Agency
Fee-Collection System Administrator
P.O. Box 3173
Merrifield, VA 22116-3173

If requesting a LOMA, please submit your request to
(See attached address listing)

If requesting a LOMR-F, please submit your request without payment to
(See attached address listing)

1. Community Name of NFIP map: _____ Map/Panel Number: _____

2. Street Address of Your Property: _____

3. Has fill been placed on your property? _____ If yes, when? _____

4. Are you requesting that the flood zone designation be removed from a) your entire legally recorded property; b) a portion of your legally recorded property (a metes and bounds description must be written and certified by a registered professional engineer and submitted along with a map showing the metes and bounds area); or c) a structure on your property? (Answer "a," "b," or "c") _____

5. Existing/proposed structures:

   - What is the date of construction? _____
   - What is the type of construction? (a) crawl space; (b) slab on grade; (c) basement; (d) other (explain) (Answer "a," "b," "c," or "d") _____

6. One of the following documents is required of all requests:

☐ a. Copy of Subdivision Plat Map (withrecordation data and stamp of the Recorder's Office).

OR

☐ Copy of the Property Deed (with recordation data and stamp of the Recorder's office) accompanied by a tax assessor's map or other suitable map showing the surveyed location of the property with respect to local streets and watercourses. (If the subdivision plat map and property deed are available, then both should be submitted.)

In addition, the following documents should be enclosed as applicable:

☐ b. Copy of the effective Flood Insurance Rate Map panel on which the property location has been accurately plotted

☐ c. Map showing the location of any structures on the property

☐ d. Metes and bounds description and accompanying map (only if the request is for a portion of the property), certified by a registered professional engineer or licensed surveyor

☐ e. A completed Federal Emergency Management Agency, National Flood Insurance Program, Elevation Certificate, certified by a registered professional engineer or licensed surveyor

OR

☐ A completed Elevation Information Form (MT-1, Form 2)

☐ f. Data to substantiate the 1% annual chance (base) flood elevation was not available from an authoritative source (such as a Federal or State agency). Base flood elevations were calculated and the back-up calculations are provided.

☐ g. Community Acknowledgment Form (MT-1, Form 4) (only if fill has been placed—available from regional office or community)

☐ h. If requesting a LOMR-F, the fee has been submitted to the fee collection administrator at the address on the front of this form.

☐ i. Additional information (attach list)

All information submitted becomes property of FEMA; please maintain a copy for your records.

7. All information submitted in support of this request is correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Property Owner's Name: (Please Print) _____

Mailing Address: _____

_____

_____

Daytime Telephone No.: _____

_____ Signature

_____ Date