

**FEDERAL EMERGENCY MANAGEMENT AGENCY
MITIGATION DIRECTORATE
TECHNICAL SERVICES DIVISION**

**AMENDMENTS AND REVISIONS TO
NATIONAL FLOOD INSURANCE PROGRAM MAPS**

Application/Certification Forms and Instructions

For

**Letters of Map Amendment,
Conditional Letters of Map Amendment,
Letters of Map Revision (Based on Fill), and
Conditional Letters of Map Revision (Based on Fill)**



APPLICATION/CERTIFICATION FORMS FOR CONDITIONAL AND FINAL LETTERS OF MAP AMENDMENT AND LETTERS OF MAP REVISION BASED ON FILL

General Background Information

In 1968, the U.S. Congress passed the National Flood Insurance Act, which created the National Flood Insurance Program (NFIP). The NFIP was designed to reduce future flood losses through local floodplain management and to provide protection for property owners against potential losses through an insurance mechanism that allows a premium to be paid for the protection by those most in need of it. Creation of the NFIP represented a major shift in Federal strategy from previous structural flood-control and disaster relief programs.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt floodplain management ordinances containing certain minimum requirements intended to reduce future flood losses. Therefore, the community official or agency responsible for floodplain management may be able to provide information that would be useful to a requester. This official or agency usually is responsible for engineering, public works, flood control, or planning in the community as well.

Use of Application/Certification Forms

The Federal Emergency Management Agency (FEMA) implemented the use of application/certification forms for requesting revisions or amendments to NFIP maps for two reasons. First, because the forms provide a step-by-step process for requesters to follow and are comprehensive, requesters are assured of providing all of the necessary information to support their requests without having to go through an iterative process of providing additional information in a piecemeal fashion. Experience has shown this to be a time-consuming and cost-intensive process. Second, because use of the forms assures that the requesters' submissions are complete and more logically structured, FEMA can complete its review in a shorter timeframe.

The application/certification forms included in this package were designed to assist requesters (community officials, individual property owners, and others) in gathering the information FEMA needs to determine whether property (parcel(s) of land or structure(s)) is likely to be flooded during the flood event that has a 1% chance of being equaled or exceeded in any given year (base flood). Lands that are at risk of being inundated by the base flood are called Special Flood Hazard Areas (SFHAs).

The forms in this package shall be used to request Letters of Map Amendment (LOMAs), Conditional Letters of Map Amendment (CLOMAs), Letters of Map Revision Based on Fill (LOMR-Fs), and Conditional Letters of Map Revision Based on Fill (CLOMR-Fs), as defined below. Please note that not all of the forms apply to every request. Only those forms that apply to the request should be submitted.

LOMA	A letter from FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the base flood.
CLOMA	A letter from FEMA stating that a proposed structure that is not to be elevated by fill would not be inundated by the base flood if built as proposed.
LOMR-F	A letter from FEMA stating that an existing structure or parcel of land that has been elevated by fill would not be inundated by the base flood.
CLOMR-F	A letter from FEMA stating that a parcel of land or proposed structure that is to be elevated by fill would not be inundated by the base flood if fill is placed on the parcel as proposed or the structure is built as proposed.

If the request is being made by an individual property owner to remove a single residential structure or a single legally recorded parcel of land or portion thereof from a designated SFHA, via a LOMA or LOMR-F, the MT-EZ Form, entitled "Application Form for Single Residential Lot or Structure, Amendments and Revisions to National Flood Insurance Program Maps," may be used instead of the forms in this package. The data required to support LOMA, CLOMA, LOMR-F, and CLOMR-F requests are the same, regardless of which application/certification forms package is used.

The forms in this package and the form entitled "Application Form for Single Residential Lot or Structure, Amendments and Revisions to National Flood Insurance Program Maps," **shall not be used** in the following instances:

- Requests involving changes in Base (1% annual chance) Flood Elevations (BFEs);
- Requests involving changes in regulatory floodway boundary delineations;
- Requests for properties in alluvial fan areas;
- Requests involving property and/or structures that have been elevated by fill placed within a regulatory floodway, channelization projects, or bridge/culvert replacement projects; or
- Requests involving changes in coastal high hazard areas (V zones).

For such requests, the community must submit the request to FEMA in accordance with Part 65 of the NFIP regulations using the separately published MT-2 application/certification forms package entitled "Application/Certification Forms and Instructions for Conditional Letters of Map Revision, Letters of Map Revision, and Physical Map Revisions."

Please note that the forms in this package may be used for property that has been inadvertently included in a V zone or a regulatory floodway. However, if the property/structure is to be removed from a V zone, it must not be located seaward of the landward toe of the primary frontal dune.

Data Submission Requirements

In accordance with the NFIP regulations, FEMA will use the information provided by these application/certification forms to make a determination on whether to remove a parcel of property or a structure from a designated SFHA. In certain instances, additional data that are not referenced on these forms may be required. A FEMA representative will notify the requester of any additional requirements.

Applicable Regulations

The regulations pertaining to LOMAs, CLOMAs, LOMR-Fs, and CLOMR-Fs are presented in Parts 65 and 70 of the NFIP regulations, published under Title 44, Chapter 1, Code of Federal Regulations (CFR). 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 boundaries 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.

Fee Requirements

Part 72 of the NFIP regulations, published at 44 CFR 72, presents information regarding the reimbursement procedure initiated by FEMA to allow for the recovery of costs associated with the review of requests for CLOMAs, CLOMR-Fs, and LOMR-Fs. There are no review and processing fees for LOMAs. The current review and processing fees for such requests, which must be received before the technical review is completed and a determination is issued, are listed below.

Request for single-lot/single-structure CLOMA, CLOMR-F, and LOMR-F	\$400
Request for multiple-lot/multiple-structure CLOMA	\$700
Request for multiple-lot/multiple-structure CLOMR-F and LOMR-F	\$800
Request for single-lot/single-structure LOMR-F based on as-built information (CLOMR-F previously issued by FEMA)	\$300
Request for multiple-lot/multiple-structure LOMR-F based on as-built information (CLOMR-F previously issued by FEMA)	\$700

Revised fee schedules are published periodically, but no more than once annually, as a notice in the *Federal Register*.

Payment must be submitted 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 payment. Payment should be forwarded to the following address:

Federal Emergency Management Agency
Revisions Fee-Collection System Administrator
P.O. Box 3173
Merrifield, VA 22116
Fax: (703) 849-0282

Those paying by credit card must complete and submit Form 1A.

Basis of Determination

If no fill has been placed, FEMA's determination as to whether the SFHA designation may be removed from the structure(s) on a property 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 decks. If fill has been placed, FEMA's determination 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 decks and with the elevation of the lowest floor (including basement/crawl space).

For FEMA to remove the SFHA designation from a legally defined 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.

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

- In areas of sheetflow flooding (AO Zones), the elevation of the lowest adjacent grade and the elevation of the lowest floor (including basement/crawl space) of the structure(s) must be elevated above the elevation of the highest surrounding ground by at least the amount of the depth specified on the FIRM. In addition, adequate drainage paths must be maintained to guide floodwaters around and away from the structure(s).
- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE and any portion of the structure (i.e., posts, pilings, or piers) is still below the BFE, the building will not be removed from the SFHA.

Response Timeframe

In accordance with Part 70 procedures, FEMA will notify the requester of the determination in writing within 60 days of the date of receipt of all required data. In accordance with Part 65 procedures, FEMA will notify the community of the determination in writing within 90 days of the date of receipt of all required data.

Effect on Insurance Purchase Requirements

Although FEMA may issue a LOMA or LOMR-F removing a structure(s) from the SFHA, it is the lending institution's prerogative to require flood insurance if it deems such action appropriate. If, however, the lending institution agrees to waive the flood insurance purchase requirement for a structure, the property owner is eligible for a full refund of the premium paid for the current policy year, provided that no claim is pending or has been paid on the policy in question during the same policy year. If the property owner has been required to renew his or her policy during a period when a revised NFIP map was being printed, the premium will be refunded for an additional year. To initiate processing of the refund, the property owner should provide the LOMA or LOMR-F and evidence of the waiver of the flood insurance requirement from the lending institution to the insurance agent or broker who sold the policy.

Conditional Determinations

To qualify for a CLOMA or CLOMR-F, the proposed project must meet the same criteria as those required for a LOMA or LOMR-F. After construction is completed or fill is placed, certified as-built information must be submitted to FEMA for a LOMA or LOMR-F to be issued. The NFIP regulations do not require that a CLOMA or CLOMR-F be requested and issued for a proposed project.

Property owners and developers should note that a CLOMA or CLOMR-F merely provides comment on the proposed plan and does not amend the NFIP map. It also does not relieve Federal agencies of the need to comply in carrying out their responsibilities for providing federally undertaken, financed, or assisted construction and improvements or in their regulating and licensing activities, in accordance with the provisions of Executive Order 11988.

Addresses for Submitting Requests

Please submit all application/certification forms and data to support a request to remove a structure(s) or lot(s) from the floodplain to the appropriate address listed below.

REGIONS I-V

(States east of the Mississippi River, including Minnesota)

FEMA
LOMA Depot
P.O. Box 2210
Merrifield, Virginia 22116-2210

REGIONS VI-X

(States west of the Mississippi River, including Louisiana)

FEMA
LOMA Depot
3601 Eisenhower Avenue
Suite 600
Alexandria, Virginia 22304
Attn: LOMA Manager

INSTRUCTIONS FOR COMPLETING THE PROPERTY INFORMATION FORM

General Instructions

The Property Information Form (Form 1) may be completed by the property owner, registered land surveyor, or registered professional engineer. **To ensure a timely response to each submittal, the individual completing this form should review the form carefully to ensure all questions have been answered and all required information has been submitted. To assist in this effort, passages discussing required information have been highlighted in [bold type/red ink] on the form.**

Before completing the Property Information Form (Form 1), the requester must obtain one of the following documents from the County Clerk, Recorder, or Register for the community:

- A copy of the Plat Map for the property, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) and containing the recorder's seal and recordation date.
- A copy of the Deed for the property, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number containing the recorder's seal and recordation date), accompanied by a tax assessor's or other suitable map showing the surveyed location of the property.

The requester also must obtain a photocopy of the effective FIRM panel (including the Title Block) that shows the area in which the property is located. To determine which panel shows the property, the requester should consult the FIRM Index, which shows the outline of the mapped community and the numbers and layout of the individual FIRM panels. After locating the general area of the property by referring to major streets and streams in the vicinity, read the corresponding FIRM panel number from the Index. The FIRM should be available at the community map repository or from the community official or agency responsible for floodplain management. However, the FIRM Index and FIRM panels may be ordered from the Map Service Center for a nominal fee by calling 1-800-358-9616. Orders may also be faxed to the Map Service Center at 1-800-358-9620.

Requesters should note that for multiple structure/lot requests, this form should only be completed once to describe the entire project. One form for each lot is not necessary.

Specific Instructions

Item 1

Provide the Community Name/County Name/State, Panel or Map Number, and Effective Date as they appear in the Title Block of the FIRM panel, as shown in Figure 1 (for maps depicting a single community) or Figure 2 (for maps covering an entire county, including all incorporated communities).

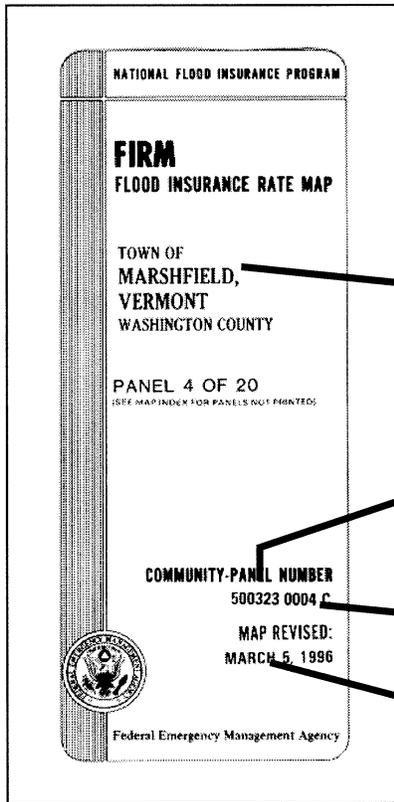


Figure 1. Sample FIRM Panel (Single Community)

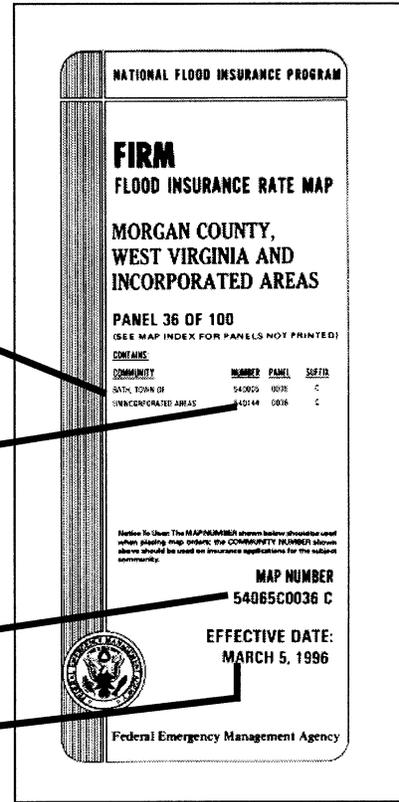


Figure 2. Sample FIRM Panel (Countywide)

Item 2

Enter the street address if there is one. For requests involving multiple lots or structures, attach a separate piece of paper when space is insufficient.

Item 3

If a street address cannot be provided, describe the property by referring to the Deed or Plat Map. The description may consist of a lot number and subdivision name, a parcel number, a tract number, or any other information provided in a Deed to identify the property. It is not necessary to reproduce a lengthy description of the property as it appears in the Deed.

Item 4

Answer "a" if the SFHA designation is to be removed from the entire legally defined property shown on the Plat Map or described in the Deed. For the SFHA designation to be removed, the entire parcel as defined must be at or above the BFE.

Answer "b" if the request is **not** for the entire property shown on the Plat Map or described in the Deed, but only for a portion of that property. In this case, a licensed land surveyor or registered professional engineer must write and certify a metes and bounds description of the subject portion. The description must be accompanied by a map showing the accurately plotted metes and bounds of that portion of the property. This map must be certified by a licensed surveyor or registered professional engineer.

Answer "c" if **only** the structure(s) on the property, not the entire property itself, is to be removed from the SFHA.

Item 5

Answer "a" if the request is for a single structure.

Answer "b" if the request is for a single lot.

Answer "c" if the request is for multiple structures.

Answer "d" if the request is for multiple lots.

Item 8

Answer "a" if the request involves structures for which construction is complete ("as-built"), on-grade slabs have been poured, or locations have been recorded.

Answer "b" if the request involves planned placement of fill, planned construction of insurable buildings, or planned improvements costing 50 percent or more of the market value of the structure before the start of construction of the improvement for which lot locations have not been recorded.

Item 9

Answer "yes" if fill has been placed to elevate the structure(s); answer "no" if fill has not been placed.

Fill is defined as material placed to raise the ground 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 elevation, which is at or above the BFE. Also, fill that is placed before the date of the first NFIP map showing the area in a SFHA is considered natural ground.

Item 10

Answer this question for proposed projects only. Answer "yes" if fill will be placed to elevate the property (land or structure(s)) to or above the BFE; answer "no" if fill is not anticipated. For "yes" answers, indicate month and year when fill will be placed.

Item 11

Provide any readily available information regarding previous requests to FEMA for determinations in this area. In particular, if the request concerns a proposed project that was submitted to FEMA for comment and is now complete, please indicate that here and provide the date of FEMA's response. It is **not** necessary to research previous requests.

Indicate all documents that are enclosed with this request. The documents to be enclosed with each request will vary, depending on the nature of the request. Not all forms are required for every request. Please review the information below to determine what documentation is required.

Item 12

- a. Property description documentation must be enclosed for every request and will consist of either the Plat Map (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. The recordation data (e.g., Book, Volume, Page, Reel, Document Number, Date) must be evident on the copies of these documents so that FEMA may use the legal description of the property. In addition, FEMA must be able to identify the property exactly. If the property is not recorded on a Plat Map, a copy of a tax assessor's map or other suitable map must be submitted to aid FEMA in locating the property.

- b. Property description documentation must be enclosed for every request and will consist of either the 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. The recordation data (e.g., Book, Volume, Page, Reel, Document Number, Date) must be evident on the copies of these documents so that FEMA may use the legal description of the property. In addition, FEMA must be able to identify the property exactly. If the property is not recorded on a Plat Map, a copy of a tax assessor's map or other suitable map must be submitted to aid FEMA in locating the property.
- c. A photocopy of the effective FIRM panel, annotated to show where the property is located, must be submitted for every request. For requests involving multiple structures or lots, the locations of the structures or lots must be certified by a licensed land surveyor or registered professional engineer to be accurate representations. The panel number and effective date of the FIRM must appear on the copy submitted. The actual map or a photographic copy must be used. A reproduction from a photocopy is unacceptable due to possible distortion.
- d. If the ground elevations are not clearly documented on the Elevation Information Form (Form 2), then a map certified by a registered professional engineer or licensed land surveyor must be submitted to relate the ground elevations and locations of structures or lots. The map must be labeled to indicate whether it reflects "as-built" or "proposed" conditions.
- e. A metes and bounds description must be submitted for requests that involve the removal of only a portion of the entire property from the SFHA. (This does not apply to requests involving only structures.) The metes and bounds description must cover the specific area to be removed, it must be tied to an identifiable starting point, and it must be certified by a licensed land surveyor or registered professional engineer. The narrative description must be accompanied by a certified map showing the area described. No portion of the area described by the metes and bounds may be below the BFE.
- f. The Elevation Information Form (Form 2) must be included for all requests, except requests for determinations in which the FIRM already shows property to be CLEARLY outside the SFHA. For cases in which the determination for the property or structure is uncertain, elevation data must be submitted to provide a definitive determination. This form must be completed by a licensed land surveyor or registered professional engineer. If an Elevation Certificate has been completed for a structure(s), it may be submitted in lieu of this form. The Elevation Certificate must be certified by a licensed land surveyor or registered professional engineer.
- g. The Community Acknowledgment of Requests Involving Fill Form (Form 4) must be submitted for all requests involving the placement of fill in the SFHA to elevate property (parcel(s) or structure(s)). The form requires the Chief Executive Officer (CEO) of the community or an official designated by the CEO to acknowledge activities affecting the community's floodplain and floodway management responsibilities.
- h. The Certification of Fill Placement Form (Form 3) must be submitted for requests involving the preparation of fill pads designed to support the foundations of structures. It must be completed by a registered professional engineer, an accredited soils scientist, or the community's NFIP permit official. This certification is **not** required for a single **residential** structure.
- i. Specify and attach other information that is necessary for FEMA to make a determination on the request.

Item 13

The appropriate review and processing fee must be submitted for requests involving proposed projects and for requests involving the placement of fill. No fee is required to obtain a determination based on existing conditions (i.e., a LOMA) as long as no fill has been placed. Refer to page 2 of this application/certification forms package for assistance in determining the appropriate fee.

Item 14

Provide complete name, address, and telephone number of applicant. Provide signature where indicated to certify the accuracy of the information provided in, and submitted with, the form. Please add the date on which the form has been completed.

INSTRUCTIONS FOR COMPLETING THE CREDIT CARD INFORMATION FORM

If the revision request involves a fee, the option of paying with a credit card is available. Accepted credit cards include Visa, and Mastercard. Please include the case number if known and clearly print all information.

INSTRUCTIONS FOR COMPLETING THE ELEVATION INFORMATION FORM

General Instructions

The Elevation Information Form (Form 2) must be completed by a licensed land surveyor or registered professional engineer. **To ensure a timely response to each submittal, the individual completing this form should review the form carefully to ensure all questions have been answered and all required information has been submitted. To assist in this effort, passages discussing required information have been highlighted in [bold type/red ink] on the form.**

For a licensed land surveyor or registered professional engineer to complete this form, it will be necessary to obtain the effective FIRM panel, effective Flood Boundary and Floodway Map (FBFM) panel (if printed), and Flood Insurance Study (FIS) report that cover the area in which the property is located. These can be obtained from the community map repository or can be ordered from the Map Service Center for a nominal fee by calling 1-800-358-9616. Orders may also be faxed to the Map Service Center at 1-800-358-9620.

For multiple-lot or multiple-structure requests, this form should be completed only once, and submitted with a complete Summary of Elevations-Individual Lot Breakdown Form (Form 5) showing the appropriate elevations for each lot.

Item 1

Provide the community name as it appears in the Title Block of the FIRM panel that shows the area in which the property is located.

Item 2

Provide lot/block numbers and subdivision name, street address, or tract/parcel number.

Item 3

Provide the name the source of the flooding (i.e., give the name of the stream, river, lake, bay, or ocean) as it appears on the FIRM or note whether there is ponding or shallow flooding.

Item 4

List all flood insurance risk zones shown on the FIRM that affect the property (e.g., A, AE, A1-A30, A99, AO, AH, VE, V1-V30, B, C, X, D).

Item 5

The regulatory floodway is the channel of a river or other watercourse that must be reserved to carry the floodwaters efficiently. If a floodway has been adopted by the community, it will be shown on the FBFM or FIRM. No fill may be placed in a regulatory floodway.

Answer "yes" if the area of the property is in the regulatory floodway; answer "no" if no portion of the property is in the regulatory floodway.

Answer "yes" if existing/planned structure(s) is/will be in the regulatory floodway; answer "no" if no structure(s) is/will be in the regulatory floodway.

Item 6

Answer "yes" if the area of the property is in an area of subsidence or uplift; answer "no" if the area of the property is not in an area of subsidence or uplift.

In areas of subsidence or uplift, the elevations shown on this document must be based on the most recent releveling of a National Geodetic Survey or other acceptable benchmark. This is required to ensure that the determination is based on a proper comparison between the published BFE and the ground elevation.

Items 7 and 8

List the elevation to the nearest 0.1 foot and identify the datum to which the elevation is referenced (e.g., NGVD, NAVD, MSL). Preliminary data produced while a FEMA study/restudy is underway cannot be used to support a request for a LOMA, CLOMA, LOMR-F, or CLOMR-F. Elevations presented should be referenced to the same datum shown on the FIRM and in the FIS report. Use the information below as guidance.

Detailed Analysis

A determination of the 1% annual chance water-surface elevation shall be made using the BFE or depth presented in the FIS report (in the "Summary of Elevations" table or on the Flood Profiles). If this FIS report information does not exist, then provide the one that is shown on the FIRM. (Elevations shown on the FIRM are rounded to the nearest whole foot.) Requests based on flood elevations or depths that are different from those shown on the FIRM or in the FIS report may be processed under other administrative procedures.

Zone AE or A1-A30 (riverine flooding): After locating the property on the FIRM or FBFM, use the nearest lettered cross section or physical feature to locate the property and the corresponding BFE on the Flood Profile in the FIS report.

Zone AE or A1-A30 (coastal flooding): Obtain the BFE from the FIRM panel and compare it to the corresponding value presented in the "Summary of Stillwater Elevations" table in the FIS report. If the table value is within 0.4 foot of the BFE on the FIRM (i.e., no wave runup), use the table value; if the BFE on the FIRM is more than 0.5 foot greater than the table value (i.e., includes wave runup), use the BFE on the FIRM.

Zone AH or A1-A30 (shallow flooding): Obtain the BFE from the FIRM panel or FIS report if there is no Flood Profile.

Zone AO (shallow flooding): Obtain the depth from the FIRM panel.

Zone VE or V1-V30 (Coastal High Hazard Zone): Obtain the BFE from the FIRM panel and compare it to the corresponding value presented in the "Summary of Stillwater Elevations" table in the FIS report. If the table value is within 0.4 foot of the BFE on the FIRM (i.e., no wave runup), use the table value; if the BFE on the FIRM is more than 0.5 foot greater than the table value (i.e., includes wave runup), use the BFE on the FIRM. If a property/structure is to be removed from a Zone VE or V1-V30, it must not be located seaward of the landward toe of the primary frontal dune.

Approximate Analysis

If FEMA has not specified BFEs for the area, data may be provided to substantiate a BFE for the property in question. These data may be obtained from an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, U.S. Soil Conservation Service, or a State or local water resource department. Alternatively, data prepared and certified by a registered professional engineer may be submitted. Sufficient technical information should be provided to support the elevation, and must include Form 3, Hydrologic Analysis Form, and Form 4, Riverine Hydraulic Analysis Form, from the previously referenced MT-2 application/certification forms package.

Item 9

List the elevation and identify the datum to which the elevation is referenced only for requests to remove the SFHA designation from one or more parcel(s) of land.

Item 10

List the elevation and identify the datum to which the elevation is referenced only for requests to remove the SFHA designation from one or more structures. The required elevation is that of the lowest ground touching the structure including any attached decks. For structures built on posts, piers, or pilings, the elevation of the lowest ground touching the posts, piers, or pilings must be submitted.

Item 11

List the elevation and identify the datum to which the elevation is referenced only for requests involving fill placed within an identified SFHA to elevate structure(s) since the date of the first NFIP map showing the area of the structure in the SFHA. If a basement/crawl space exists, the required elevation is that of the basement/crawl space floor.

Item 12

Requesters should also indicate whether the elevation is for a structure that is proposed or existing. Answer "a" if the elevation is for a proposed structure. Answer "b" if the elevation is for an existing structure.

Item 13

Identify the conversion factor to convert the elevation data submitted in support of the request to the effective FIS datum.

Item 14

Answer "yes" if a completed copy of the Summary of Elevations-Individual Lot Breakdown Form (Form 5) and a map certified by a licensed land surveyor or registered professional engineer have been included with the request; answer "no" and provide a brief explanation if the request is for multiple lots and/or structures and the form and map have not been provided.

Item 15

Provide all requested information to certify the accuracy of the information provided in and with this form. If FEMA has specified a BFE for the area in which the property is located or the elevation was obtained from an authoritative source, the form may be certified by either a registered professional engineer or a licensed land surveyor. If FEMA has not specified a BFE for the area and a registered professional engineer has determined the elevation based on alternative data, Items 7 and 8 must be certified by a registered professional engineer, but the form may be certified by either a registered professional engineer or a licensed land surveyor.

INSTRUCTIONS FOR COMPLETING OPTIONAL FORMS

General

While Forms 1 and 2 must be completed for all requests, Forms 3, 4, and 5 must only be completed when they are applicable. Instructions for completing each of these forms are provided below.

Certification of Fill Compaction Form

The Certification of Fill Compaction Form (Form 3) must be completed for all requests involving the placement of fill, existing or proposed, except those involving single residential structures. This form must be completed and signed by a registered professional engineer or soils engineer, or by the community's NFIP permit official. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided. All sections of the form must be completed and signed.

Community Acknowledgment of Requests Involving Fill Form

The Community Acknowledgment of Requests Involving Fill Form (Form 4) must be completed for all requests involving the placement of fill existing or proposed. The form must be completed and signed by the official responsible for floodplain management in the community. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided.

Summary of Elevations—Individual Lot Breakdown Form

The Summary of Elevations—Individual Lot Breakdown Form (Form 5) must be completed for requests involving multiple lots and/or multiple structures. The form must be completed and signed by a licensed land surveyor or registered professional engineer. In completing the form, the licensed land surveyor or registered professional engineer should note the following:

1. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided.
2. Elevations for each lot or structure must be provided.
3. The lowest lot elevation must be provided for any request to remove the SFHA designation from an entire parcel of land.
4. The lowest floor elevation (including basements/crawl spaces) must be provided for any request to remove the SFHA designation from structures that have been elevated by the placement of fill.
5. The elevation of the lowest adjacent grade (including any attached decks) of the structures must be provided for ALL requests to remove the SFHA designation from structures.

For requests involving structures, the requester should indicate whether the elevation provided is for an existing structure or a proposed structure by adding "(E)" or "(P)" after the elevation.