



In addition to this form (MT-1 Form 1), All request must include the following:

- Copy of the Plat Map for the property (with recordation data and stamp of the Recorder's Office)
- Copy of the property Deed (with recordation data and stamp of the Recorder's Office) , accompanied by a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses
- Copy of the effective FIRM panel and/or Flood Boundary and Floodway Map (FBFM) (if applicable) on which the property location has been accurately plotted (porperty inadvertently located in the NFIP regulatory floodway will require Section B of MT-1 Form 3)
- Form 2 - Elevation Form. If an Elevation Certificate has been completed for this property, it may be submitted in addition to Form 2

Please include a map scale and North arrow on all maps submitted

For LOMR-Fs and CLOMR-Fs, the following must be submitted in addition to the items listed above:

- Form 3 - Community Acknowledgment Form

Processing Fee (See instructions for appropriate mailing address for fee submittal; visit [www.fema.gov/mit/tsd/frm\\_fees.htm](http://www.fema.gov/mit/tsd/frm_fees.htm) for the most current fee schedule)

Revised fee schedules are published periodically, but no more than once annually, as noted in the Federal Register. Please note: single/multiple los(s)/structure (s) LOMAs are free exempt. The current review and processing fees are listed below:

Check the fee that applies to your request:

- \$325 (single lot/structure LOMR-F following a CLOMR-F)
- \$425 (single lot/structure LOMR-F)
- \$500 (single lot/structure CLOMA-F, CLOMR-F)
- \$700 (multiple lot/structure LOMR-F, following a CLOMR-F, or multiple lot/structure CLOMA)
- \$800 (multiple lot/structure LOMR-F, or CLOMR-F)

Please submit the Payment Information Form for remittance of applicable fees. Please make your check or money order payable to: National Flood Insurance Program.

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

Applicant's Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Please Print or Type

Mailing Address: \_\_\_\_\_ Daytime Telephone No.: \_\_\_\_\_

FAX No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
(Optional)

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant (required)

If you have any questions concerning FEMA policy, or the NFIP in general, please contact the FEMA Map Assistance Center toll free at 1-877-FEMA MAP (1-877-336-2627) or visit the Flood Hazard Mapping website at [www.fema.gov/mit/tsd](http://www.fema.gov/mit/tsd).