

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY

**APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURES AMENDMENTS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS**

OMB Control Number: 1660-0015  
Expiration: 09/30/2017

**PAPERWORK REDUCTION NOTICE**

Public reporting burden for this form is estimated to average 2.4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. You may send comments regarding the burden estimate or any other aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (OMB Control Number 1660-0015). Submission of the form is required to obtain or retain benefits under the the National Flood Insurance Program.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** The National Flood Insurance Act of 1968, Public Law 90-448, as amended by the Flood Disaster Protection Act of 1973, Public Law 93-234.  
**PRINCIPAL PURPOSE(S):** This information is being collected for the purpose of determining an applicant's eligibility to request changes to National Flood Insurance Program (NFIP) Flood Insurance Rate Maps (FIRM).

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA/NFIP/LOMA-1 National Flood Insurance Program (NFIP); Letter of Map Amendment (LOMA) February 15, 2006, 71 FR 7990.

**DISCLOSURE:** The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent FEMA from processing a determination regarding a requested change to a (NFIP) Flood Insurance Rate Maps (FIRM).

This form should be used to request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) remove a single structure or 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%-chance of being equaled or exceeding in any given year (base flood), via Letter of Map Amendment (LOMA). It shall not be used for request submitted by developers, for requests involving multiple structures or lots, for property in alluvial fan areas or coastal high hazards areas (V zones), or request involving the placement of fill. (NOTE: Use MT-1 forms for such request). Fill is defined as material from any source (including the subject property) placed that raises the grade to or above the Base Flood Elevation (BFE). The common construction practiced 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, which is at or above BFE. Also, fill that is placed before the date of the first National Flood Insurance Program (NFIP) map showing the area in an SFHA is considered natural grade.

**LOMA:**

**A letter from DHS-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.**

A - This section may be completed by the property owner or by the property owner's agent. In order to process your request, all information on this form must be completed **in its entirety**, unless stated as optional. **Incomplete submissions may result in processing delays.**

1. Has fill been placed on your property to raise ground that was previously below the BFE?

NO  YES — If yes, **STOP!! - You must complete the MT-1 application forms, visit [http://www.fema.gov/plan/prevent/fhm/dl\\_mt-1.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm)**

**or call the FEMA Map Information exchange toll free: (877-FEMA MAP) (877-336-2627)**

2. Legal description of Property (Lot, Block, Subdivision; complete description as it appears in the Deed is not necessary) **and** street address of the Property (required):

3. Are you requesting that a flood zone determination be completed for (check one):

- A structure on your property? What is the date of construction? \_\_\_\_\_ (MM/YYYY)
- A portion of your legally recorder property? (A certified metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor are **required**. For the preferred format of metes and bounds descriptions, please refer to the MT-EZ Instructions.)
- Your entire legally recorded property?

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 Title 18 of the United States Code, Section 1001.

Applicant's Name (required):	E-mail address (optional) ( <input type="checkbox"/> By checking here you may receive correspondence electronically at the e-mail address provided):
Mailing Address (Include Company name if applicable):	Daytime Telephone No. (required):
Signature of Applicant (required)	Date
	Fax No. (optional):

**End of Section A**

B - This section *must* be completed by a registered professional engineer or licensed land surveyor. Incomplete submissions will result in processing delays.

**NOTE: If the request is to have a flood zone determination completed for the structure, and an Elevation Certificate has been completed for this property, it may be submitted in lieu of Section B. If the request is to have a flood zone determination completed for the entire legally recorded property, or a portion thereof, the lowest elevation on the lot or described portion must be provided. in Section B.**

**Applicable Regulations**

The regulations pertaining to LOMAs are presented in the National Flood Insurance Program (NFIP) regulations under Title 44, Chapter I, Parts 70 and 72, Code of Federal Regulations. The purpose of Part 70 is to provide an administrative procedure whereby DHS/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 to raise the original ground to or above the BFE since the effective date of the first NFIP map [e.g., a Flood Insurance Rate Map (FIRM)] or Flood Hazard Boundary Map (FHBM) showing the property to be within the SFHA.

**Basis of Determination**

DHS/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 (1%-annual-chance) Flood Elevation (BFE) with certain elevation information. The elevation information required is dependant upon what is to be removed from the SFHA. For Zone A, and AO, please refer to Page 7 of the MT--EZ Form Instructions for information regarding BFE development in those areas and supporting data requirements.

Determination Requested For: (check one)	Elevation Information Required: (complete item 5)
<input type="checkbox"/> Structure located on natural grade (LOMA)	Lowest Adjacent Grade to the structure (the elevation of the lowest ground touching the structure including attached patios, stairs, deck supports or garage)
<input type="checkbox"/> Legally recorded parcel of land, or portion thereof (LOMA)	Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SHFA (skip to item 2)

**1. PROPERTY INFORMATION** Property Description (Lot, and Block Number, Tax Parcel Number, or Abbreviated Description from the Deed, etc.):

**2. STRUCTURE INFORMATION** Street Address (Including Apt. Unit, Suite, and/or Bldg. No.):

1. What is the type of construction? (check one)  crawl space  slab on grade  basement/enclosure  
 other (explain)

**3. GEOGRAPHIC COORDINATE DATA**

Please provide the Latitude and Longitude of the most up stream edge of the structure (in decimal degrees to nearest fifth decimal place)

Indicate Datum:  WGS84  NAD 83  NAD 27 Lat. . Long .

Please provide the Latitude and Longitude of the most up stream edge of the **property** (in decimal degrees to nearest fifth decimal place)

Indicate Datum:  WGS84  NAD 83  NAD 27 Lat. . Long .

**4. FLOOD INSURANCE RATE MAP (FRIM) INFORMATION**

NFIP Community Number: Map Panel Number: Base Flood Elevation (BF): Source of BFE:

**5. ELEVATION INFORMATION (SURVEY REQUIRED)**

- Lowest Adjacent Grade (LAG) to the structure (to the nearest 0.1 foot or meter) \_\_\_\_\_ . ft. (m)
- Elevation of lowest grade on the property; or within metes and bounds area (to the nearest 0.1 foot or meter) \_\_\_\_\_ . ft. (m)
- Indicate the datum (if different from NGVD 29 or NAVD 88 attach datum conversion)  NGVD 29  NAVD 88 Other (Describe):
- Has DHS/FEMA identified this area as subjected to land subsidence or uplift?  No  Yes (provide date of current releveling)

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. 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 Title 18 of the United States Code, Section 1001.

Certifier's Name:	License No.:	Expiration Date:
Company Name:	Telephone No.:	Fax No.:
E-mail		
Signature:	Date:	

