

Narrative of Changes Table

The purpose of the Narrative of Changes Table is to demonstrate changes to a collection since the previous approval.

Collection Title: Revisions to National Flood Insurance Program Maps: Application Forms and Instructions for (C)LOMAs and (C)LOMR-Fs
 OMB Control No.: 1660-0015
 Current Expiration Date: 7/31/2023
 Collection Instrument(s): FEMA Form 086-0-26

Location	Current version	Proposed Revision	Justification
086-0-26 (Page 1, Paperwork Burden Disclosure Notice)	Public reporting burden for this data collection is estimated to average 1.63 hours per response.	Public reporting burden for this data collection is estimated to average 1.46 hours per response.	Estimated burden hours updated to reflect proposed changes
086-0-26 (Page 1, Paperwork Burden Disclosure Notice)	Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0015).	Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472 , Paperwork Reduction Project (1660-0015).	FEMA address updated
086-0-26 (Page 1, middle of page)	Fill is defined as material from any source placed to raise the ground to or above the Base Flood Elevation (BFE).	Fill is defined as material from any source (including the subject property) placed that raises the ground (natural grade) to or above the Base Flood Elevation (BFE).	Definition updated to provide additional clarity to applicants
086-0-26 (Page 1, Question 3)	<p>3. Are you requesting that the flood zone determination be complete for (check one):</p> <p>Structure on the property?</p> <p>What are the dates of construction? MM/YYYY</p> <p>A portion of land within the bounds of the property (a certified metes and bounds description and map of the area to be removed, certified by a licensed land surveyor or registered professional engineer, are required)? The entire legally recorded property?</p> <p>4. Is this request for a (Check one):</p> <p>Single structure</p> <p>Single lot</p>	<p>3. Are you requesting that a flood zone determination be completed for (check one):</p> <p><input type="checkbox"/> Structure(s) on the property? How many structures are involved in your request? List the number: _____</p> <p>What are the dates of construction? _____ (MM/YYYY)</p> <p><input type="checkbox"/> A portion of land within the bounds of the property? (A certified metes and bounds description and map of the area to be removed, certified by a licensed land surveyor or registered professional engineer, are required. For the preferred format of metes and bounds descriptions, please refer to Page 7 of the MT-1 Instructions.)</p> <p><input type="checkbox"/> The entire legally recorded property? How many lots are involved in your request? List the</p>	<p>Questions 3 and 4 combined to simplify the form as these items are related; Reference to MT-1 Instructions added to inform applicants on where to find the acceptable format for metes and bounds descriptions</p>

	<p>Multiple structures How many structures are involved in your request? List the number:</p> <p>Multiple lots How many Lots are involved in your request? List the number:</p>	<p>number: _____</p>	
<p>086-0-26 (Page 2, Checklist at top of page)</p>	<p>In addition to this form (MT-1 Form 1), please complete the checklist below. ALL requests must include one copy of the following:</p> <p>Copy of the effective FIRM panel on which the structure and/or property location has been accurately plotted (property inadvertently located in the NFIP regulatory floodway will require Section B of MIT-1 Form</p> <p>Copy of the Subdivision Plat Map for the property (with recordation data and stamp of the Recorder's Office)</p> <p>Copy of the Property Deed (with recordation data and stamp of the Recorder's Office). accomplished by a tax assessor's map or other certified map showing the surveyed location of the property relative to local street and watercourses. The map should include at least one street intersection that is shown on the FRIM panel.</p> <p>Form 2 - Elevation Form. If the request is to remove the structure, and an Elevation Certificate has already been completed for this property, it may be submitted in lieu of Form 2. If the request is to remove the entire legally recorded property, or a portion thereof, the lowest lot elevation must be provided on Form 2.</p> <p>Please included a map scale and North arrow on all maps submitted.</p> <p>For LOMR-Fs and CLOMR-Fs, the following must be submitted in addition to the items listed above</p> <p>Form 3 - Community Acknowledgment Form</p> <p>For CLOMR-Fs, the following must be submitted in addition to the items</p>	<p>In addition to this form (MT-1 Form 1), please complete the checklist below. ALL requests must include one copy of the following:</p> <p><input type="checkbox"/> Copy of the Subdivision Plat Map for the property (with recordation data and stamp of the Recorder's Office)</p> <p>OR</p> <p><input type="checkbox"/> 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. The map should include at least one street intersection that is shown on the FIRM panel.</p> <p><input type="checkbox"/> Form 2 – Elevation Form. If the request is to remove the structure, and an Elevation Certificate has already been completed for this property, it may be submitted in lieu of Form 2. If the request is to remove the entire legally recorded property, or a portion thereof, the lowest lot elevation must be provided on Form 2.</p> <p><input type="checkbox"/> LiDAR Exhibit, if applicable (please refer to Page 8 of the MT-1 Instructions for additional information regarding the use of LiDAR)</p> <p>Please include a map scale and North arrow on all maps submitted.</p> <p>For LOMR-Fs and CLOMR-Fs and properties inadvertently located in the NFIP regulatory floodway, the following must be submitted in addition to the items listed above:</p> <p><input type="checkbox"/> Form 3 – Community Acknowledgment Form</p> <p>For CLOMR-Fs, the following must</p>	<p>Copy of the effective FIRM panel has been omitted as a data requirement to reduce burden on applicants (<i>44 CFR 70.3(b)(3) notes that scientific and technical information for the purpose of this part may include a copy of the FIRM; however, this is obtained during the in-house review</i>);</p> <p>Checkbox added for LiDAR exhibit, if applicable; checkbox deleted for adding a map scale on all maps since this is not a specific data item but just a requirement for submitted maps;</p> <p>ESA compliance requirements updated per recommendations from ESA working group</p>

	<p>listed above:</p>	<p>be submitted in addition to the items listed above:</p> <p><input type="checkbox"/> CLOMR-F applicants are responsible for documenting to FEMA that Endangered Species Act (ESA) compliance has been achieved prior to FEMA’s review of a CLOMR-F application. For projects that are not constructed, funded or permitted by a federal agency, the requestor must demonstrate ESA compliance by submitting to FEMA written justification that a "Take," meaning to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct, will not occur to threatened and endangered species present in the county as a result of the project. If a project has the potential to “Take” listed species, an Incidental Take Permit may be submitted with justification that the project is the subject, or is covered by the subject, of the permit.</p> <p>For projects with federal construction, funding, or permitting, a “not likely to adversely affect” determination from the Services, a “No Effect” determination from the federal action agency, or other approval from the from the National Marine Fisheries Service or the U.S. Fish and Wildlife Service is acceptable documentation of ESA compliance. Please refer to the MT-1 instructions for additional information.</p>	
<p>086-0-26 (Page 2, Notes below Checklist in 1st Section)</p>	<p>Not included on currently approved version of the form.</p>	<p>Please do <u>not</u> submit original documents. Please retain a copy of all submitted documents for your records.</p> <p>DHS-FEMA encourages the submission of all required data in a digital format (e.g., scanned documents and images on Compact Disc [CD]). Digital submissions help to further DHS-FEMA’s Digital Vision and also may facilitate the processing of your request.</p> <p>Incomplete submissions will result</p>	<p>Added to provide additional clarity to applicants</p>

		<p>in processing delays. For additional information regarding this form, including where to obtain the supporting documents listed above, please refer to the MT-1 Form Instructions located at https://www.fema.gov/mt-1-application-forms-instructions.</p>	
<p>086-0-26 (Page 2, 2nd Section)</p>	<p>Processing Fee (See instructions for appropriate mailing address for fee submittal; visit 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 lot(s)/structure(s) LOMAs are free exempt. The current review and processing fees are listed below: Check the fee that applies to your request: Please submit the Payment Information Form for remittance of applicable fees. Please make your check or money order payable to: National Flood Insurance Program.</p> <p>\$325 (single lot/structure LOMR-F following a CLOMR-F)</p> <p>\$425 (single lot/structure LOMR-F)</p> <p>\$500 (single lot/structure CLOMA-F, CLOMR-F)</p> <p>\$700 (multiple lot/structure LOMR-F, following a CLOMR-F, or multiple lot/structure CLOMA)</p> <p>\$800 (multiple lot/structure LOMR-F, or CLOMR-F)</p>	<p>Processing Fee (see instructions for appropriate mailing address; or visit https://www.fema.gov/flood-map-related-fees 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 lot(s)/structure(s) LOMAs are fee exempt. There is a \$100 cost savings for submitting your request online via FEMA's Online LOMC Tool. Additional information about the Online LOMC Tool can be found at https://hazards.fema.gov/onlinelomc/ext/Help/loadInstructions The current review and processing fees for paper applications are listed below: <input type="checkbox"/> \$425 (single lot/structure LOMR-F following a CLOMR-F) Please provide the CLOMR-F Case Number: _____ <input type="checkbox"/> \$525 (single lot/structure LOMR-F) <input type="checkbox"/> \$600 (single lot/structure CLOMA or CLOMR-F) <input type="checkbox"/> \$800 (multiple lot/structure LOMR-F following a CLOMR-F, or multiple lot/structure CLOMA) Please provide the CLOMR-F Case Number: _____ <input type="checkbox"/> \$900 (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.</p>	<p>Processing Fee link updated; Fees updated to reflect current processing fees for paper applications; Added note for \$100 cost savings for submitting online; Added fields for applicants to include a CLOMR-F case number when applicable</p>
<p>086-0-26 (Page 2, Certification section at bottom of page)</p>	<p>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</p>	<p>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</p>	<p>Daytime Telephone No. (required) and email disclaimer with checkbox added; Deleted sentence at</p>

	<p>the United States Code, Section 1001. Please Print or Type Applicant's Name: Company: Mailing Address: FAX No. E-Mail Address: Signature of Applicant (required) Date</p> <p>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.</p>	<p>the United States Code, Section 1001. Applicant's Name (required):</p> <p>Company (if applicable): Mailing Address (required):</p> <p>Daytime Telephone No. (required):</p> <p>E-Mail Address (optional): <input type="checkbox"/> By checking here you may receive correspondence electronically at the email address provided:</p> <p>Date (required): Signature of Applicant (required)</p>	<p>bottom of page referring applicants to the FMIX to maintain consistency with other forms in the collection (<i>this is not included on the version of the forms currently in use</i>)</p>
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