

MT-1 REQUESTS

Purpose of Part 70 of the NFIP Regulations

To provide a procedure whereby any owner or lessee of property who believes his or her property has been inadvertently included in a designated SFHA may seek to have it removed. These procedures shall not apply when there has been any alteration of topography since the effective date of the first NFIP map showing the property within an SFHA.

MT-1 Forms are used for LOMA, CLOMA, LOMR-F, or CLOMR-F requests involving either single lots/structures or multiple lots/structures.

Letter Of Map Amendment (LOMA) Data Requirements

The following are required for all cases:

- ◆ Completed MT-1 Form (Property Information Form)
 - Completed by the requester
- ◆ Copy of recorded Plat map or both Deed and tax assessor's map
 - Must have recorder's stamp, seal & signature

The following should be enclosed, as applicable (depending on FEMA review, they may be required):

- ◆ Copy of the NFIP map, indicating the subject property location
 - Must be certified by a R.L.S. or P.E.
 - Additional mapping, such as plat or tax assessor's map, may be provided to verify the property location in lieu of the certified NFIP map
- ◆ Copy of certified site survey showing the property and the location of the existing structure
 - Must be certified by a R.L.S. or P.E.
- ◆ Completed MT-1 Form 2 (Elevation Information Form) or Elevation Certificate
 - Must indicate the Lowest Adjacent Grade to structure, including any attached decks, or the Lowest Property Elevation
 - Must be certified by a R.L.S. or P.E.
 - In some cases, certified topographic mapping will suffice
- ◆ Metes and bounds description and map, if request is for portion of property
 - Must be certified by a R.L.S. or P.E.
- ◆ BFE data prepared by authoritative source (U.S. Army Corps of Engineers, State/Commonwealth agencies, community engineering department, or Professional Engineer), if approximate (Zone A) floodplain

LOMA Required Fees*

LOMA	CLOMA (single lot/structure)	CLOMA (multiple lot/structure)
Fee Exempt	\$500	\$700

*Fees are subject to change and updated in the Federal Register

LOMA Distribution

- ◆ Applicant
- ◆ Community map repository
 - Instructions included to attach LOMA to the NFIP map which it is amending
- ◆ State map repository
- ◆ Community or governmental unit that requests a LOMA
- ◆ FEMA's community files

LOMA Review by FEMA

FEMA is required to notify the applicant, in writing, of the determination within 60 days from the date of receipt of all of the applicant's scientific or technical information.

Coastal LOMAs

Although not an official requirement, mapped topographic data for the property is very useful for making a determination. Often the additional information required to make a determination in a velocity zone requires a more intensive engineering review and a Letter of Map Revision rather than a LOMA may be required.

MT-1 REQUESTS (continued)

Letter of Map Revision Based on Fill (LOMR-F)

- ◆ Revision to SFHA with no change in BFEs
- ◆ In areas of special flood hazard (except V Zones and Floodways), it may be feasible to elevate areas (structures or parcels of land) with fill above the BFE
- ◆ Processed under Section 65.5 of the NFIP regulations

LOMR-F Data Requirements

In addition to LOMA data requirements, need:

- ◆ Completed MT-1 Form 3 (Community Acknowledgment Form)
- ◆ Topographic map indicating present ground elevations and fill

LOMR-F Required Fees*

Single lot or structure/ As-built LOMR-F following a previously issued CLOMR-F	Multiple lot or structure/ As-built LOMR-F following a previously issued CLOMR-F	Single lot or structure CLOMR-F/ Multiple lot or structure CLOMR-F
\$500/\$325	\$800/\$700	\$500/\$800

*Fees are subject to change and updated in the Federal Register

LOMR-F Distribution

- ◆ Community's Chief Executive Officer
- ◆ Applicant
- ◆ Community map repository
 - Instructions included to attach LOMA to the NFIP map which it is amending
- ◆ State map repository
- ◆ Community or governmental unit that requests a LOMR-F
- ◆ FEMA's community files

LOMR-F Review by FEMA

FEMA is required to notify the applicant, in writing, of the determination within 60 days from the date of receipt of all of the applicant's scientific or technical information.

Unfavorable response by FEMA

Resubmittal of a C/LOMA or C/LOMR-F after a denial or determination of insufficient data must take place within 90 days of notification.

Premium Refund

A standard flood insurance policy-holder whose property has become the subject of a LOMA or LOMR-F under this part may cancel the policy within the current policy year and receive a premium refund under the conditions set forth in Section 62.5.

Conditional LOMA or LOMR-F

- ◆ FEMA reviews proposed projects
- ◆ An applicant who is proposing to build on a portion of a property that is inadvertently included in an SFHA may request a CLOMA or CLOMR-F
- ◆ A CLOMA or CLOMR-F does not amend the NFIP map, it simply states whether a structure would be located in the SFHA if built as proposed

CLOMA and CLOMR-F Data Requirements

- ◆ Same data requirements as LOMA or LOMR-F request, but using proposed plans

Additional Information



1- 877- FEMA MAP

www.fema.gov/plan/prevent/fhm