

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FORMS FOR CONDITIONAL LETTERS OF MAP REVISION AND LETTERS OF MAP REVISION**

### **GENERAL**

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 flood insurance.

As part of the agreement for making flood insurance available in a community, the NFIP requires the participating community to adopt floodplain management ordinances containing certain minimum requirements intended to reduce future flood losses. The NFIP regulations for floodplain management are the minimum criteria a community must adopt for participation in the NFIP. The community is responsible for approving all proposed floodplain development and for ensuring that permits required by Federal or State law have been received. State and community officials, based on knowledge of local conditions and in the interest of safety, may set higher standards for construction or may limit development in floodplain areas. If the State or Community has adopted more restrictive or comprehensive floodplain management criteria, those criteria take precedence over the minimum NFIP requirements.

The community is also responsible for submitting data to the U.S. Department of Homeland Security - Federal Emergency Management Agency (DHS-FEMA) reflecting revised flood hazard information so that NFIP maps can be revised as appropriate. This will allow risk premium rates and floodplain management requirements to be based on current data.

Submissions to DHS-FEMA for revisions to effective Flood Insurance Studies (FISs), Flood Insurance Rate Maps (FIRMs), or Flood Boundary Floodway Maps (FBFMs) by individual and community requesters will require the signing of application forms. These forms will provide DHS-FEMA with assurance that all pertinent data relating to the revision are included in the submittal. They will also ensure that: (a) the data and methodology are based on current conditions; (b) qualified professionals have assembled data and performed all necessary computations; and (c) all individuals and organizations affected by proposed changes are aware of the changes and will have an opportunity to comment on them.

If the submission involves revisions to multiple flooding sources, then separate forms should be completed for each flooding source.

NFIP regulations can be accessed at [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/44cfrv1\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfrv1_02.html) or can be obtained by calling DHS-FEMA's Map Information eXchange (FMIX) at 1-877-FEMA MAP (1-877-336-2627). DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/dl\\_mt-2.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-2.shtm) provides access to the forms and latest fees and revision procedures. DHS-FEMA is preparing online tutorials to assist users of the NFIP maps. The tutorials for revisions to the NFIP maps are currently being prepared and will be available soon. Other online tutorials are available at [http://www.fema.gov/plan/prevent/fhm/ot\\_main.shtm](http://www.fema.gov/plan/prevent/fhm/ot_main.shtm).

### **WHEN TO USE THESE FORMS**

This package is applicable for requests of the following:

Conditional Letter of Map  
Revision (CLOMR)

A letter from DHS-FEMA commenting on whether a proposed project, if built as proposed, would meet minimum NFIP standards or proposed hydrology changes [see 44 Code of Federal Regulations (CFR) Ch. 1, Parts 60, 65, and 72].

Letter of Map Revision (LOMR)

A letter from DHS-FEMA officially revising the current NFIP map to show changes to floodplains, floodways, or flood elevations (see 44 CFR Ch. 1, Parts 60, 65, and 72).

## WHEN NOT TO USE THESE FORMS

This package is not applicable for requests of the following:

Letter of Map Amendment (LOMA)	A letter from DHS-FEMA stating that an <b>existing</b> structure or parcel of land that has not been elevated by fill ( <b>natural ground</b> ) would not be inundated by the base flood.
Conditional Letter of Map Amendment (CLOMA)	A letter from DHS-FEMA stating that a <b>proposed</b> structure that is not to be elevated by fill ( <b>natural ground</b> ) would not be inundated by the base flood if built as proposed.
Letter of Map Revision Based on Fill (LOM R-F)	A letter from DHS-FEMA stating that an <b>existing</b> structure or parcel of land that has been <b>elevated by fill</b> would not be inundated by the base flood.
Conditional Letter of Map Revision Based on Fill (CLOMR-F)	A letter from DHS-FEMA stating that a parcel of land or <b>proposed</b> structure that will be <b>elevated by fill</b> would not be inundated by the base flood if fill is placed on the parcel as proposed or the structure is built as proposed.

For these requests, either the MT-EZ form package titled *Amendments to National Flood Insurance Program Maps, Application Form for Single Residential Lot or Structures*, or the MT-1 form package titled *Amendments and Revisions to National Flood Insurance Program Maps, Application 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* are appropriate. The MT-EZ forms are used for single structure or lot requests that do not involve the placement of fill. The MT-1 forms are used for requests involving multiple structures or lots. The MT-EZ form package may be downloaded from DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/dl\\_mt-ez.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm), and the MT-1 form package may be downloaded from DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/dl\\_mt-1.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm). Either form package may also be obtained by calling DHS-FEMA's Map Information eXchange (FMIX) at 1-877-FEMA MAP (1-877-336-2627).

## SUMMARY OF FORMS

Application forms for requesting a revision from DHS-FEMA are included in the back of this package. There are six forms, a payment form, plus information about Endangered Species Act (ESA) compliance documentation in this package, which cover various situations for revisions. When submitting a request only the forms applicable to the request need to be submitted. The following is a list of the forms and a brief summary of when each is applicable.

- Form 1 - Overview & Concurrence Form provides the basic information regarding the revision request and requires the signatures of the requester, community official, and engineer. This form is required for all revision requests.
- Form 2 - Riverine Hydrology & Hydraulics Form provides the basic information on the scope and methodology of hydrologic and/or hydraulic analyses that are prepared in support of the revision request. This form should be used for revision requests that involve new or revised hydrologic and/or hydraulic analyses of rivers, streams, ponds, or small lakes.
- Form 3 - Riverine Structures Form provides the basic information regarding hydraulic structures constructed in the stream channel or floodplain. This form should be used for revision requests that involve new or proposed channelization, bridges/culverts, dams/basins, and/or levees/floodwalls. Requires the signature of the P.E. in charge of complete submittal for Levees.
- Form 4 - Coastal Analysis Form provides the basic information on the scope and methodology of coastal analyses that are prepared in support of the revision request. This form should be used for any revision requests that involve new or revised coastal analyses.

Form 5 - Coastal Structures Form provides the basic information regarding hydraulic structures constructed along the coast. This form should be used for revision requests that involve new or proposed levees/dikes, breakwaters, bulkheads, seawalls, and/or revetments located along the coast.

Form 6 - Alluvial Fan Flooding Form provides the basic information for analyses of alluvial fans. This form should be used for revision requests involving alluvial fans.

Payment Information Form - Provides the basic information regarding any fees paid for a CLOMR, LOM R, or External Data Request.

ESA Compliance Documentation – Documented ESA compliance must be submitted for CLOMRs only. Appropriate documentation includes a copy of an Incidental Take Permit, an Incidental Take Statement, a “not likely to adversely affect” determination from NMFS or USFWS, or an official letter from NMFS or USFWS concurring that the project has “No Effect” on proposed or listed species or designated critical habitat. Additional information about these requirements is available on Page 27 of this instruction packet.

## **FEES**

DHS-FEMA has implemented a procedure to recover costs associated with reviewing and processing requests for modifications to published flood information and maps. The current fees for review and processing of CLOMR and LOM R requests may be obtained from DHS-FEMA’s Internet site at [http://www.fema.gov/plan/prevent/fhm/frm\\_fees.shtm](http://www.fema.gov/plan/prevent/fhm/frm_fees.shtm) or by calling DHS-FEMA’s Map Information eXchange (FM IX) at 1 -877-FEMA MAP (1-877-336-2627).

Some requests for revisions may be exempt from the fees. NFIP Regulation, 44 CFR Ch. 1, Section 72.5, describes the circumstances for requests to be exempt from paying the fees. The exemptions are also described on DHS-FEMA’s Internet site at [http://www.fema.gov/plan/prevent/fhm/frm\\_fees.shtm](http://www.fema.gov/plan/prevent/fhm/frm_fees.shtm).

Payment must be made by credit card, check or money order. Checks and money orders should be made payable in U.S. funds to the National Flood Insurance Program. Please note that the fee is to be sent to the same address as the request package. See page 4 for where to submit the request package and fees.

## **WHAT TO SUBMIT**

A CLOMR or LOMR request should include the application forms along with the appropriate supporting information. A notebook-style format is preferred. The submittal should include the following:

1. Completed application forms.
2. Narrative on project and submittal (optional but very helpful). Knowing the project and purpose of the request better ensures the needs of the requester are met.
3. Hydrologic Computations (if applicable) along with digital files of computer models used.
4. Hydraulic Computations (if applicable) along with digital files of computer models used.
5. Certified topographic map with floodplain and floodway (if applicable) delineations.
6. Annotated DHS-FEMA FIRM and/or FBFM to reflect changes due to project (FIRMs and /or FBFMs can be ordered on-line at <http://store.msc.fema.gov/>).
7. Items required to satisfy any DHS-FEMA NFIP regulatory requirements.
8. Review fee payment if applicable.
9. ESA compliance documentation required for CLOMRs only.

Before DHS-FEMA will replace the effective FIS information with the revised, the requester must: (a) provide all of the data used in determining the revised floodplain boundaries, flood profiles, floodway boundaries, etc.; (b) provide all data necessary to demonstrate that the physical modifications to the floodplain meet NFIP regulations, as well as ESA regulations (for CLOMRs only), have been adequately designed to withstand the impacts of the 1% annual chance flood event, and will be adequately maintained; and (c) demonstrate that the revised information (e.g., hydrologic and hydraulic analyses and the resulting floodplain and floodway boundaries) is consistent with the effective FIS information.

## Where to Submit

The completed package should be submitted to the appropriate address indicated below.

## Where to mail your request and fees to...

Under CTP agreements with DHS-FEMA, State of North Carolina, Mecklenburg County, North Carolina, State of Alabama, State of Illinois, Denver Urban Drainage and Flood Control District, Harris County Flood Control District and San Antonio River Authority have begun reviewing and processing LOMCs for their jurisdictions. The North Carolina State will receive all MT-2 LOMC requests within the state, except MT-2 LOMCs for sites within Mecklenburg County. The Mecklenburg County Flood Mitigation Program will receive and review requests for locations within City of Charlotte and Mecklenburg County. The Urban Drainage and Flood Control District will receive and review requests for locations within the Denver metropolitan area.

The Harris County Flood Control District will receive and review requests for locations within Harris County and incorporated communities within Harris County. The San Antonio River Authority will receive and review requests within the San Antonio River basin which includes Bexar, Goliad, Karnes and Wilson Counties.

All requests for CLOMRs and LOMRs for locations within the most of the country except for areas within State of North Carolina, Mecklenburg County, North Carolina, State of Alabama, State of Illinois, Denver Urban Drainage and Flood Control District, Harris County Flood Control District and San Antonio River Authority should be mailed to:

**LOMC CLEARINGHOUSE  
847 SOUTH PICKETT STREET  
ALEXANDRIA, VA 22304-4605  
Attn.: LOMC Manager**

All requests for CLOMRs and LOMRs in **Harris County, TX** ([www.hcfcd.org](http://www.hcfcd.org)) should be mailed to:

**HARRIS COUNTY FLOOD CONTROL DISTRICT  
ATTN: MT-2 LOMC COORDINATOR  
9900 NORTHWEST FREEWAY  
HOUSTON, TX 77092**

All requests for CLOMRs and LOMRs in **Alabama** ([www.adeca.alabama.gov/floods](http://www.adeca.alabama.gov/floods)) should be mailed to:

**ALABAMA OFFICE OF WATER RESOURCES  
ATTN: MT-2 LOMC COORDINATOR  
401 ADAMS AVENUE  
MONTGOMERY, AL 36104**

All requests for CLOMRs and LOMRs in **Illinois** (<http://www.isws.illinois.edu/>) should be mailed to:

**ILLINOIS STATE WATER SURVEY  
2204 GRIFFITH DRIVE  
CHAMPAIGN, IL 61820  
ATTN: CHRIS HANSTAD  
[MT2@isws.illinois.edu](mailto:MT2@isws.illinois.edu)**

All requests for CLOMRs and LOMRs in **North Carolina (outside of Mecklenburg County)** ([http://www.ncfloodmaps.com/top\\_about.htm](http://www.ncfloodmaps.com/top_about.htm)) should be mailed to:

**NC MT-2 LOMC DEPOT  
4218 MAIL SERVICE CENTER  
RALEIGH, NC 27699-4218**

**PHYSICAL ADDRESS (OVERNIGHT DELIVERIES)  
NC MT-2 LOMC DEPOT  
CLAUDE T. BOWERS MILITARY CENTER  
4105 REEDY CREEK ROAD  
RALEIGH, NC 27607-6410**

All requests for CLOMRs and LOMRs within the San Antonio River Authority jurisdiction including the counties of Bexar, Goliad, Karnes and Wilson Counties, [http://www.sara-tx.org/public\\_services/lomr\\_delegation/](http://www.sara-tx.org/public_services/lomr_delegation/) should be mailed to:

SAN ANTONIO RIVER AUTHORITY  
ATTN: WATERSHED ENGINEERING DEPT. LOMC ADMINISTRATOR  
P.O. BOX 839980  
SAN ANTONIO, TX 78283-9980

All requests for CLOMRs and LOMRs within the **Denver, Colorado metropolitan area (Urban Drainage and Flood Control District)**, <http://www.udfcd.org/index.html> should be mailed to:

URBAN DRAINAGE AND FLOOD CONTROL DISTRICT  
2480 WEST 26TH AVENUE, SUITE 156-B  
DENVER, CO 80211  
ATTN: BILL DEGROOT, P.E.

**INSTRUCTIONS FOR COMPLETING THE  
OVERVIEW & CONCURRENCE FORM  
(FORM 1)**

This form provides the basic information regarding revision requests and must be submitted with each request. It contains much of the material needed for the U.S. Department of Homeland Security - Federal Emergency Management Agency (DHS-FEMA) to assess the nature and complexity of the proposed revision. It will identify: (a) the type of response expected from DHS-FEMA; (b) those elements that will require supporting data and analyses; and (c) items needing concurrence of others. This form will also ensure that the community is aware of the impacts of the request and has notified affected property owners, if required. All items must be completed accurately. If the revision request is being submitted by an individual, firm, or other non-community official, contact should be made with appropriate community officials. National Flood Insurance Program (NFIP) regulation Title 44 CFR Ch. 1, Section 65.4, requires that revisions based on new technical data be submitted through the Chief Executive Officer (CEO) of the community or a designated official. Should the CEO refuse to submit such a request on behalf of another party, DHS-FEMA will agree to review it only if written evidence is provided indicating that the CEO or designee has been requested to do so.

**Section A: Requested Response from DHS-FEMA**

Indicate the type of response being requested. Brief descriptions of possible responses are provided in the introduction; more detail regarding these responses and the data required to obtain each response are provided in the NFIP regulations, Title 44 CFR Ch. 1.

**Section B: Overview**

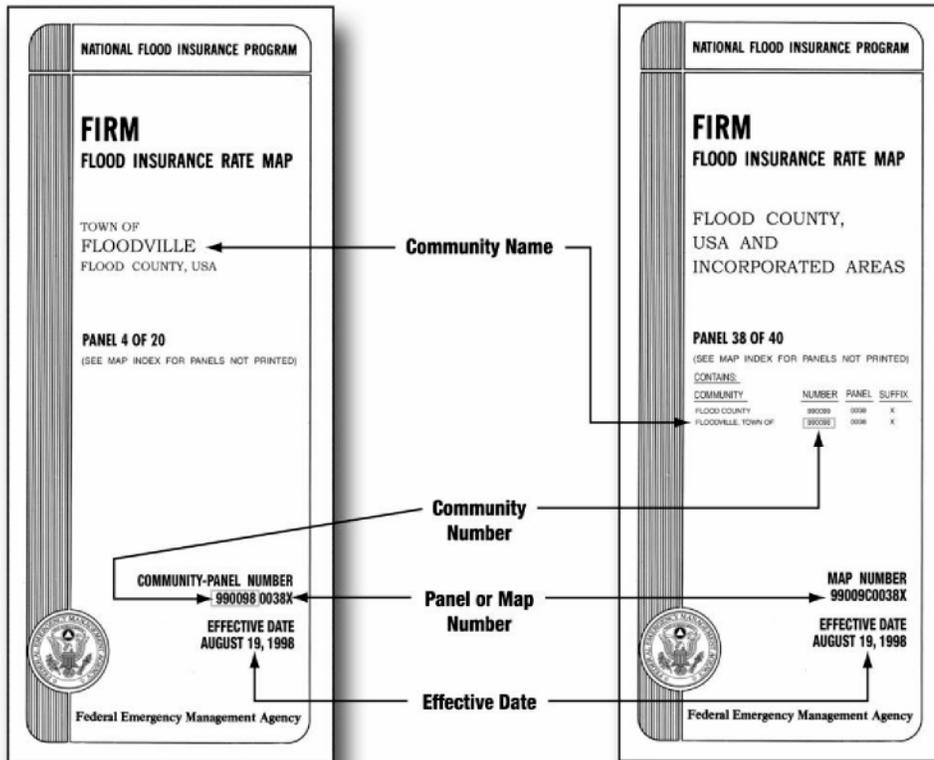
1. The Community Number, Community Name, State, Map Number, Panel Number, and Effective Date can be obtained from the Flood Insurance Rate Map (FIRM) title block. The sample FIRM panels (Figures 1 and 2) provide a convenient example of information to complete item 1. The effective FIRMs can be obtained from the community's map repository or from FEMA's Map Information eXchange (FMIX) website at <http://msc.fema.gov>.
2. a. Flooding source refers to a specific lake, stream, ocean, etc. This should match the flooding source name shown on the FIRM, if it has been labeled. (Examples: Lake Michigan, Duck Pond, or Big Hollow Creek).  
b. Indicate the types of flooding associated with the revision request.
3. Project Name/Identifier can be the name of a flood control project or other pertinent structure having an impact on the effective FIS, the name of a subdivision or area, or some other identifying phrase.
4. The zone designations affected can be obtained from the FIRM.
5. a. Indicate the basis for the revision request.
  - Physical Changes include watershed development, flood control structures, etc. Note that fees will be

assessed for DHS-FEMA's review of proposed and "as-built" projects, as outlined in NFIP regulations 44 CFR Ch. 1, Part 72.

- Improved Methodology/Data may be a different technique (model) or adjustments to models used in the effective FIS.
- Regulatory Floodway Revisions involve any shift in the DHS-FEMA-designated floodway boundaries, regardless of whether the shift is mappable.
- Other involves any basis for the request not including the above items.

b. Indicate the types of structure(s) associated with the revision request.

6. Please submit documents relating to Endangered Species Act (ESA) for CLOMR requests. Please note that CLOMR requests will not be reviewed until ESA documents are received by FEMA. Please refer to Page 27 of this MT-2 instruction Package for more details.



**Figure 1.** Sample FIRM Panel (Single Community)

**Figure 2.** Sample FIRM Panel (Countywide)

### **Section C: Review Fee**

Enter the fee amount associated with the request, or attach an explanation as to why the revision meets the requirements for a fee exemption. The current fees for review and processing of Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) requests may be obtained from DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/firm\\_fees.shtm](http://www.fema.gov/plan/prevent/fhm/firm_fees.shtm).

### **Section D: Signature**

#### *Signature and Title of Revision Requester*

The person signing this certification should own the property involved in the request or have legal authority to represent a group/firm/organization or other entity in legal actions pertaining to the N FIP.

The requester is responsible for obtaining all necessary Federal, State, and local permits as a condition of obtaining a LOM R or CLOMR. The community is required to make sure that all necessary permits have been obtained prior to issuing a floodplain development permit. The most commonly required Federal permits are wetlands permits under Section 404 of the Clean Water Act of 1972 and incidental take permits under Section 10 of the Endangered Species Act of 1972. Necessary State permits vary depending on the State. If the requester needs a wetlands permit or is not sure if one is required, he should contact the U.S. Army Corps of Engineers District Office. If the requester's proposed development impacts threatened or endangered species or if he is unsure if it does, he should consult with the nearest U.S. Fish and Wildlife Service field office.

#### *Signature and Title of Community Official*

The person signing this certification should be the CEO for the community involved in this revision request or an official legally designated by the CEO. If more than one community is affected by the change, the community official from the community that is most affected should sign the form, and letters from the other affected communities should be enclosed. If the community or communities disagree with the proposed revision, a signed statement should be attached to the request explaining the reasons or basis for disagreement.

Under 44 CFR 60.3(a)(2), the community is required to ensure, prior to issuing a floodplain development permit that an applicant has obtained all necessary Federal and State permits related to development. The most commonly required Federal permits are wetlands permits under Section 404 of the Clean Water Act of 1972 and incidental take permits under Section 10 of the Endangered Species Act of 1972. Necessary State permits vary depending on the State. If the community is not sure if a wetlands permit is required, refer the applicant to the U.S. Army Corps of Engineers District Office. If the proposed development impacts on threatened or endangered species or the community is unsure if it does, have the applicant consult with the nearest U.S. Fish and Wildlife Service field office.

#### *Certification by Registered Professional Engineer and/or Land Surveyor*

The person certifying this submittal must provide a valid license number and expiration date for their license. If this information is provided, affixing a seal is optional. If a seal is available, however, it may be affixed in the seal box provided on this form. The licensed professional engineer and/or land surveyor should have a current license in the State where the affected communities are located. While the individual signing this form is not required to have obtained the supporting data or performed the analyses, he or she must have supervised and reviewed the work.

A certification by a registered professional engineer or other party does not constitute a warranty or guarantee of performance, expressed or implied. Certification of data is a statement that the data is accurate to the best of the certifier's knowledge. Certification of analyses is a statement that the analyses have been performed correctly and in accordance with sound engineering practices. Certification of structural works is a statement that the works are designed in accordance with sound engineering practices to provide protection from the 1% annual chance flood. Certification of "as-built" conditions is a statement that the structure(s) has been built according to the plans being certified, is in place, and is fully functioning.

If the requester is a Federal agency who is responsible for the design and construction of flood control facilities, a letter stating that, "the analyses submitted have been performed correctly and in accordance with sound engineering practices" may be submitted in lieu of certification by a registered professional engineer. Regarding the certification

of completion of flood control facilities, a letter from the Federal agency certifying its completion and the flood frequency event to which the project protects may be submitted in lieu of this form.

*Forms Submitted*

Indicate which forms are submitted with the revision request.

## **INSTRUCTIONS FOR COMPLETING THE RIVERINE HYDROLOGY & HYDRAULICS FORM (FORM 2)**

This form should be used for revision requests that involve new or revised hydrologic and/or hydraulic analyses of rivers, streams, ponds, or small lakes. A separate form should be used for each flooding source.

### **Section A: Hydrology**

This section is to be completed when discharges other than those used in the effective Flood Insurance Study (FIS) are proposed.

1. Indicate the reason for the new or revised hydrologic analysis. For revisions based on alternative methodologies or improved data, an explanation as to why the alternative methodology or improved data provides better results over the FIS must be presented and supported throughout the form. The revised hydrology should result in a statistically significant difference when compared to the effective discharges.
2. Compare the effective 1% annual chance (100-year) discharges to the revised 1% annual chance discharges at three representative locations.

In accordance with National Flood Insurance Program (NFIP) regulations, if only a portion of a detailed study stream is revised, transition to the unrevised portion must be ensured to maintain the continuity of the study. Attach an explanation of how the proposed discharge in the revised portion of the stream transitions to the effective discharge in the unrevised portion of the stream, and vice versa.

3. Specify the method used for the new analysis. Attach any additional backup computations and supporting data such as a drainage area map, soils map, soil group names, time of concentration computations, curve numbers, etc. Disks with the digital models should also be included. Models submitted in support of a revision request must meet the requirements of Subparagraph 65.6(a)(6) of the NFIP regulations. A list of accepted DHS-FEMA hydrologic models can be found at [http://www.fema.gov/plan/prevent/fhm/en\\_hydro.shtm](http://www.fema.gov/plan/prevent/fhm/en_hydro.shtm).
4. If approval of the new hydrologic analysis is required by a local, State, or Federal agency, indicate if the analysis and resulting peak discharge value(s), have been approved by the appropriate local, State, or Federal agency and attach evidence of the approval.
5. In locations where sediment transport affects hydrology, the effects of sediment transport should be considered in the hydrology and Section F of Form 3 should be submitted.

### **Section B: Hydraulics**

This section is to be completed when the request involves a hydraulic analysis for riverine flooding that differs from that used to develop the Flood Insurance Rate Map (FIRM).

1. Indicate the reach of stream to be revised. The area of the revision is defined by an effective tie-in at the upstream and downstream limits. For streams that have a detailed study, an effective tie-in is obtained when the revised base flood and floodway elevations are within 0.5 feet of the effective elevations, and the revised floodway encroachment stations match the effective floodway stations at both the upstream and downstream limits. For streams that do not have a detailed study, an effective tie-in is obtained when the revised base flood elevations are within 0.5 feet of the pre-project conditions model at both the upstream and downstream limits. Please note that the area of revision and the project area are not necessarily the same. If the revised model does not tie-in to the effective study at the project limits, the model must be extended upstream and downstream until it ties-in to the effective study.
2. Indicate the Hydraulic Method used for the revision. A list of Hydraulic models accepted by DHS-FEMA can be found at [http://www.fema.gov/plan/prevent/fhm/en\\_hydra.shtm](http://www.fema.gov/plan/prevent/fhm/en_hydra.shtm). If using a hydraulic model that does not appear on the list of accepted models, please provide documentation showing that the model meets the requirements of NFIP regulation 65.6(a)(6).

3. Indicate if the CHECK-2 or CHECK-RAS programs were used to verify that the hydraulic estimates and assumptions in the model are comparable to the assumptions and limitations of HEC-2 or HEC-RAS. CHECK-2 and CHECK-RAS are review tools that identify areas of potential error or concern. These tools do not replace engineering judgment. CHECK-2 and CHECK-RAS can be downloaded from DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/frm\\_soft.shtm](http://www.fema.gov/plan/prevent/fhm/frm_soft.shtm). We recommend that you review your HEC-2 and HEC-RAS models with CHECK-2 and CHECK-RAS. If you disagree with the comment messages, please attach an explanation of why the messages are not valid in each case. To reduce processing time, review your hydraulic model and resolve valid modeling discrepancies, before submitting it for review.
4. Indicate the hydraulic models submitted. Provide name of plans used, if HEC-RAS models are submitted. Also, indicate vertical datum used for each of the submitted hydraulic models.

**Submittal requirements for areas that have detailed flooding:** Printouts of input and output listings along with files on diskette or CD for each of the models and supporting data (e.g., description of vegetation and land use map) for the source of input parameters used in the models listed below must be provided. The summary must include a description of any changes made from model to model (e.g., Duplicate Effective Model to Corrected Effective Model). At a minimum, the Duplicate Effective Model and the Revised or Post-Project Conditions Model must be submitted. The hydraulic analyses shall be performed for all flood frequencies and the floodway published in the effective FIS.

**Submittal requirements for areas that do not have detailed flooding:** Only the 1% annual chance (Base) flood computations are required. A hydraulic model is not required for areas that do not have detailed flooding; however, Base Flood Elevations (BFEs) may not be added to the revised FIRM. If a hydraulic model is developed for the area, the Existing or Pre-project Model and the Revised or Post-Project Conditions Model, if applicable, described below must be submitted.

#### *Duplicate Effective Model*

The duplicate effective model is a copy of the hydraulic analysis used in the effective FIS, referred to as the effective model. The effective model should be obtained and then reproduced on the requester's equipment to produce the duplicate effective model. This is required to ensure that the effective model's input data has been transferred correctly to the requester's equipment and to ensure that the revised data will be integrated into the effective data to provide a continuous FIS model upstream and downstream of the revised reach.

For information on how to obtain copies of the effective FIS models, see DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/st\\_order.shtm](http://www.fema.gov/plan/prevent/fhm/st_order.shtm). If data from the effective model is available and the same modeling program is being used, the requester must generate models that duplicate the FIS profiles and the elevations shown in the Floodway Data Table in the FIS report to within 0.1 foot. The appropriate DHS-FEMA Regional Office should be contacted if this model cannot be produced. See Appendix C for the addresses and telephone numbers of DHS-FEMA's Regional Offices. If the effective model is not available, the new model must be calibrated to reproduce the FIS profiles within 0.5 foot. If an alternative hydraulic model is used, it must be shown that the use of the original model is inappropriate and the new model must be calibrated to reproduce the FIS profiles within 0.5 foot.

#### *Corrected Effective Model*

The Corrected Effective Model is the model that corrects any errors that occur in the Duplicate Effective Model, adds any additional cross sections to the Duplicate Effective Model, or incorporates more detailed topographic information than that used in the current effective model. The Corrected Effective Model must not reflect any man-made physical changes since the date of the effective model. An error could be a technical error in the modeling procedures, or any construction in the floodplain that occurred prior to the date of the effective model but was not incorporated into the effective model.

### *Existing or Pre-Project Conditions Model*

The Duplicate Effective Model or Corrected Effective Model is modified to produce the Existing or Pre-Project Conditions Model to reflect any modifications that have occurred within the floodplain since the date of the Effective model but prior to the construction of the project for which the revision is being requested. If no modification has occurred since the date of the effective model, then this model would be identical to the Corrected Effective Model or Duplicate Effective Model. The existing or pre-project model may be required to support conclusions about the actual impacts of the project associated with the revised or post-project model or to establish more up-to-date models on which to base the revised or post-project conditions model.

### *Revised or Post-Project Conditions Model*

The Existing or Pre-Project Conditions Model (or Duplicate Effective Model or Corrected Effective Model, as appropriate) is modified to reflect revised or post-project conditions. This model must incorporate any physical changes to the floodplain since the effective model was produced as well as the effects of the project. When the request is for a proposed project, this model must reflect proposed conditions.

The information requested on the Riverine Hydrology & Hydraulics Form is intended to document the steps taken by the requester in the process of preparing the revised or post-project conditions hydraulic model and the resulting revised FIS information. The following guidelines should be followed when completing the form:

- All changes to the duplicate and subsequent models must be supported by certified topographic information, bridge plans, construction plans, survey notes, etc.
- Changes to the hydraulic models should be limited to the stream reach for which the revision is being requested. Cross sections upstream and downstream of the revised reach should be identical to those in the effective model. If this is done, water surface elevations and topwidths computed by the revised models should match those in the effective models upstream and downstream of the revised reach as required.
- There must be consistency between the revised hydraulic models, the revised floodplain and floodway delineations, the revised flood profiles, topographic work map, annotated FIRMs and/or Flood Boundary Floodway Maps (FBFMs), construction plans, bridge plans, etc.

## **Section C: Mapping Requirements**

A certified topographic map of suitable scale, contour interval, and planimetric definition must be submitted showing the applicable items indicated on the form. If a digital version of the map is available, it may be submitted so that the FIRM may be more easily revised.

Attach an annotated FIRM panel showing the revised 1% and 0.2% annual chance floodplains and floodway boundaries. The revised boundaries must tie into the effective boundaries. The annotated FIRM ensures that DHS-FEMA is aware of how the requester anticipates the FIRM will be revised.

Indicate if annotated FIRM and/or FBFM and digital mapping data (GIS or CADD) submitted. If digital data is submitted, please include any supporting documentation or metadata with the data submission including relevant projection information. Current mapping standards utilize the Universal Transverse Mercator (UTM) projection and State Plane Coordinate System in accordance with FEMA mapping specifications. Data not submitted in ESRI mapping format can be submitted in any supported data format, which includes AutoCAD, Microstation, and MapInfo.

## **Section D: Common Regulatory Requirements**

1. a. Indicate “yes” for the following situations:
  - Projects that will have construction within the floodway, which cause the BFEs to increase (more than 0.00 feet), or
  - Projects that will have construction within the floodplain of streams that have a detailed effective study, but for which a floodway has not been established, which

cause the BFEs to increase more than 1.0 foot (or any other more stringent requirement set by the community or State).

If either of the two situations occurs, then the conditions in NFIP Regulation 44 CFR Ch. 1, Section 65.12 must be met. The conditions of NFIP Regulation 44 CFR Ch. 1, Section 65.12 include:

- An evaluation of alternatives, which would not result in a BFE increase above that permitted demonstrating why these alternatives are not feasible;
  - Documentation of individual legal notice to all affected property owners within and outside of the community, explaining the impact of the proposed action on their property;
  - Concurrence of the Chief Executive Officer (CEO) and any other communities affected by the proposed actions; and
  - Certification that no structures are located in areas that would be impacted by the increased base flood elevation.
- b. Indicate if the LOMR request causes increases in the flood hazards compared with the effective information shown on the effective FIRM due to a project or updated modeling, including BFEs and/or base flood depths, SFHA boundaries, zone designations, and/or floodway boundaries. If the revision causes increases in the flood hazards, property owner notifications to the affected property owners are required; the acceptance of these changes is not required. Per the Expanded Appeals Process implemented December 1, 2011, DHS-FEMA must provide a statutory 90-day appeal period for all map revisions that contain flood hazard changes. LOMRs that contain flood hazard changes will not be effective until after the required appeal period has expired and any necessary ordinance changes have been made by the community (3 to 6 months).
2. Indicate if the placement of fill is involved with the revision request. Fill is defined as material from any source placed to raise the ground to or above the BFE. If fill has been placed to remove an area or structure from the Special Flood Hazard Area (SFHA), the community must sign the appropriate section of Form 1 certifying that the area to be removed from the special flood hazard area, to include any structures or proposed structures, (will) meets all of the standards of the local floodplain ordinances, and is reasonably safe from flooding in accordance with NFIP Regulation 44 CFR 65.2(c). “Reasonably safe from flooding” means that the base flood waters will not inundate the land or damage the structures to be removed from the SFHA and that any subsurface waters related to the base flood will not damage existing or proposed buildings. Information on ensuring that structures built on fill in or near the SFHA are reasonably safe from flooding may be obtained from DHS-FEMA’s Technical Bulletin 10-01, “Ensuring That Structures Built on Fill In or Near Special Flood Hazard Areas Are Reasonably Safe from Flooding,” which is available on DHS-FEMA’s Internet site at <http://www.fema.gov/plan/prevent/floodplain/techbul.shtm>.
  3. Indicate if the request involves a floodway revision. If the floodway is being revised, the requirements of NFIP Regulation 44 CFR Ch. 1, Section 65.7 must be met. These requirements include submitting a copy of a public notice distributed by the community stating the community's intent to revise the floodway or a statement by the community that it has notified all affected property owners and affected adjacent jurisdictions. Samples of a public notice and of an individual notification for a floodway revision are shown in Figures 3 and 4, respectively.
  4. Indicate if the revision request has the potential to impact an endangered species. Section 9 of the Endangered Species Act (ESA) prohibits anyone from “taking” or harming endangered species. If an action might harm an endangered species, provide necessary documentation for the compliance of Section 9 and/or Section 7(a)(2) of ESA.

Samples of individual notifications for various changes in the SFHAs, BFEs, and floodways are shown on Figures 4 through 8, and a sample public notification for changes in the SFHAs and BFEs is shown on Figure 9.

The {insert community name} {insert appropriate community department for floodplain management}, in accordance with National Flood Insurance Program regulation 65.7(b)(1), hereby gives notice of the {insert community designation Township's / Village's/ Borough's / County's} intent to revise the floodway, generally located between {insert general location of floodway revision}. Specifically, the floodway shall be revised from a point {describe downstream limit of floodway revision} to a point {describe upstream limit of floodway revision}. As a result of the floodway revision, the floodway shall {widen and/or narrow} with a maximum widening of {insert maximum widening} feet at a point approximately {insert location of widening} and/or a maximum narrowing of {insert maximum narrowing} feet at a point approximately {insert location of narrowing}.

{Include the following paragraph for public notification of other flood hazard changes}

In addition, the 1% annual chance water-surface elevations and/or the 1% annual chance floodplain shall be revised from a point {describe downstream limit of revision} to a point {describe upstream limit of revision}. As a result of the revision, the 1% annual chance water-surface elevations shall {increase and/or decrease} and/or the 1% annual chance floodplain shall {widen and/or narrow} within the area of revision.

Maps and detailed analysis of the revision can be reviewed at the {insert location} at {insert location address}. Interested persons may call {insert community contact name or position} at {insert contact phone number} for additional information from ... to ... {insert dates during which community contact person can be contacted}.

**Figure 3.**  
**SAMPLE PUBLIC NOTIFICATION FOR FLOODWAY REVISION, WITH OR WITHOUT OTHER FLOOD HAZARD CHANGES**

(to be used by community when placing a notice in a newspaper)

{Date}  
{Affected property owner name}

{Affected property owner mailing address}

Re: Notification of Floodway Revision for {flooding source}

Dear Mr./Ms./Mr. & Mrs. {Affected property owner}

The Flood Insurance Rate Map (FIRM) for a community depicts the floodplain, the area which has been determined to be subject to a 1% (100-year) or greater chance of flooding in any given year. The floodway is the portion of the floodplain that includes the channel of a river or other watercourse and the adjacent land area that must be reserved in order to discharge the base flood without cumulatively increasing the water-surface elevation by more than a designated height.

The {insert community name} {insert appropriate community department for floodplain management}, in accordance with National Flood Insurance Program regulation 65.7(b)(1), hereby gives notice of the {insert community designation Township's / Village's/ Borough's / County's} intent to revise the 1% annual chance (100-year) floodway, generally located between {insert general location of floodway revision}. Specifically, the floodway shall be revised from a point {describe downstream limit of floodway revision} to a point {describe upstream limit of floodway revision}. As a result of the floodway revision the floodway shall {widen and/or narrow} with a maximum widening of {insert maximum widening} feet at a point approximately {insert location of widening} and a maximum narrowing of {insert maximum narrowing} feet at a point approximately {insert location of narrowing}.

Maps and detailed analysis of the floodway revision can be reviewed at the {insert location} at {insert location address}. If you have any questions or concerns about the proposed project or its affect on your property, you may contact {name of appropriate community official} of {name of community} at {community official contact information} from ... to ... {insert dates during which community contact person can be contacted}.

Sincerely,

{Community official name}  
{Community official position}  
{Community official contact information}

**Figure 4.**  
**SAMPLE LETTER FOR FLOODWAY REVISION NOTIFICATION**  
(to be used by community if notifying property owners individually by letter)

{Date}

{Affected property owner name}

{Affected property owner mailing address}

Re: Notification of increases in 1% (100-year) annual chance water-surface

elevations Dear Mr./Ms./Mr. & Mrs. {Affected property owner}

The Flood Insurance Rate Map (FIRM) for a community depicts land which has been determined to be subject to a 1% (100-year) or greater chance of flooding in any given year. The FIRM is used to determine flood insurance rates and to help the community with floodplain management.

{Revision Requester} is applying for a Conditional Letter of Map Revision from the Federal Emergency Management Agency (DHS-FEMA) on behalf of {Revision requester's client} to revise FIRM {insert FIRM #, panel #, and suffix} for {insert community name, state} along {insert name of flooding source}. {Revision requester's client} is proposing {describe project} as part of {explain project purpose}.

The proposed project will result in increases {and decreases} in the 1% annual chance water-surface elevations for {insert flooding source} with a maximum increase of {enter maximum increase} feet at a point approximately {location of maximum increase} and a maximum decrease in the 1% annual chance water-surface elevation of {enter maximum decrease} feet at a point approximately {location of maximum decrease}.

This letter is to inform you of the proposed increases in the 1% annual chance water-surface elevations on your property at {insert physical address}.

If you have any questions or concerns about the proposed project or its affect on your property, you may contact {name of appropriate community official} of {name of community} at {community official contact information} from ... to ... {insert dates during which community contact person would like to be contacted}.

Sincerely,

{Revision requester name}

**Figure 5.**  
**SAMPLE LETTER FOR CLOMR NOTIFICATION OF INCREASES IN BFEs**

{Date}

{Affected property owner name}

{Affected property owner mailing address}

Re: Notification of {widening and/or narrowing} of 1% (100-year) annual chance

floodplain Dear Mr./Ms./Mr. & Mrs. {Affected property owner}

The Flood Insurance Rate Map (FIRM) for a community depicts land which has been determined to be subject to a 1% (100-year) or greater chance of flooding in any given year. The FIRM is used to determine flood insurance rates and to help the community with floodplain management.

{Revision Requester} is applying for a Letter of Map Revision (LOMR) from the Federal Emergency Management Agency (DHS-FEMA) on behalf of {Revision requester's client} to revise FIRM {insert FIRM #, panel #, suffix} for {insert community name, state} along {insert name of flooding source}. {Revision requester} is proposing to revise the FIRM to reflect {describe project}.

The revision to the FIRM will result in widening {and narrowing} of the 1% annual chance (Zone A) floodplain for {insert name of flooding source}. The maximum widening of {enter maximum increase} feet occurs at a point approximately {location of maximum widening} while the maximum narrowing of {enter maximum narrowing} feet occurs at a point approximately {location of maximum narrowing}.

This letter is to inform you of the revision of the 1% annual chance (Zone A) floodplain on your property at {insert physical address}.

If you have any questions or concerns about the proposed changes to the FIRM or its effects on your property, you may contact me at {Revision requester contact phone number}.

Sincerely,

{Revision requester name}

**Figure 6.**

**SAMPLE LETTER FOR LOMR NOTIFICATION IN ZONE A THAT WILL WIDEN AND NARROW THE FLOODPLAIN BUT NOT ESTABLISH BFEs**

{Date}

{Affected property owner name}

{Affected property owner mailing address}

Re: Notification of {widening and/narrowing} of 1% (100-year) annual chance floodplain and establishment of Base Flood Elevations

Dear Mr./Ms./Mr. & Mrs. {Affected property owner}

The Flood Insurance Rate Map (FIRM) for a community depicts land which has been determined to be subject to a 1% (100-year) or greater chance of flooding in any given year. The FIRM is used to determine flood insurance rates and to help the community with floodplain management.

{Revision Requester} is applying for a Letter of Map Revision (LOMR) from the Federal Emergency Management Agency (DHS-FEMA) on behalf of {Revision requester's client} to revise FIRM {insert FIRM #, panel #, suffix} for {insert community name, state} along {insert name of flooding source}. {Revision requester} is proposing to revise the FIRM to reflect {describe project}.

The Letter of Map Revision will result in:

1. Establishment of Base (1% annual chance) Flood Elevations (BFEs). Currently, the flooding along {flooding source} is based on an approximate study.
2. Widening {and narrowing} of the 1% annual chance floodplain with the maximum widening of {enter maximum increase} feet at a point approximately {location of maximum widening} and the maximum narrowing of {enter maximum narrowing} feet at a point approximately {location of maximum narrowing}.

This letter is to inform you of the establishment of Base Flood Elevations and revision of the 1% annual chance floodplain on your property at {insert physical address}.

If you have any questions or concerns about the proposed changes to the FIRM or its effect on your property, you may contact me at {Revision requester contact phone number}.

Sincerely,

{Revision requester name}

**Figure 7.**

**SAMPLE LETTER FOR LOMR NOTIFICATION IN ZONE A THAT WILL ESTABLISH BFEs & WIDEN AND NARROW THE FLOODPLAIN**

{Date}

{Affected property owner name and address}

Re: Notification of 1% (100-year) annual chance water-surface elevation increases {and widening of the 1% annual chance floodplain}

Dear Mr./Ms./Mr. & Mrs. {Affected property owner}

The Flood Insurance Rate Map (FIRM) for a community depicts land which has been determined to be subject to a 1% (100-year) or greater annual chance of flooding in any given year. The FIRM is used to determine flood insurance rates and to help the community with floodplain management.

{Revision Requester} is applying for a Letter of Map Revision (LOMR) from the Federal Emergency Management Agency (DHS-FEMA) on behalf of {Revision requester's client} to revise FIRM {insert FIRM #, panel #, suffix} for {insert community name, state} along {insert name of flooding source}. {Revision requester's client} is proposing {describe project} as part of {explain project purpose}.

The Letter of Map Revision will result in:

1. Increases {and decreases} in the 1% annual chance water-surface elevations with a maximum increase of {enter maximum increase} feet at a point approximately {location of maximum increase} and a maximum decrease in the 1% annual chance water-surface elevation of {enter maximum decrease} feet at a point approximately {location of maximum decrease}.
2. Widening {and narrowing} of the 1% annual chance floodplain with the maximum widening of {enter maximum increase} feet at a point approximately {location of maximum widening} and the maximum narrowing of {enter maximum narrowing} feet at a point approximately {location of maximum narrowing}.

This letter is to inform you of revision of the 1% annual chance water-surface elevation and 1% annual chance floodplain on your property at {insert physical address}.

If you have any questions or concerns about the proposed changes to the FIRM or its effect on your property, you may contact me at {Revision requester contact phone number}.

Sincerely,

{Revision requester name}

**Figure 8.**

**SAMPLE LETTER FOR LOMR NOTIFICATION THAT WILL RESULT IN INCREASES IN ZONE AE OR BFEs & WIDENING OF THE FLOODPLAIN**

The {insert community name} {insert appropriate community department for floodplain management}, hereby gives notice of the {insert community designation Township's / Village's/ Borough's / County's} intent to revise the flood hazards, generally located between {insert general location of revision}. Specifically, the flood hazards shall be revised from a point {describe downstream limit of revision} to a point {describe upstream limit of revision}. As a result of the revision, the 1% annual chance water-surface elevations shall {increase and/or decrease} and/or the 1% annual chance floodplain shall {widen and/or narrow} within the area of revision.

Maps and detailed analysis of the revision can be reviewed at the {insert location} at {insert location address}. Interested persons may call {insert community contact name or position} at {insert contact phone number} for additional information from ... to ... {insert dates during which community contact person can be contacted}.

**Figure 9.**  
**SAMPLE PUBLIC NOTIFICATION FOR FLOOD HAZARD CHANGES WHEN FLOODWAY IS NOT**  
**BEING REVISED**

(to be used by community when placing a notice in a newspaper)

**INSTRUCTIONS FOR COMPLETING THE RIVERINE STRUCTURES FORM  
(FORM 3)**

This form should be used for revision requests that involve new or proposed channelization, bridges/culverts, dams/detention basins, and/or levees/floodwalls. Only complete the sections of this form that are applicable to the revision request. A separate form should be used for each flooding source that has structures involved in the revision request.

**Section A: General**

Provide the name of the structure (e.g., Main Street Bridge or Flood Creek channelization), the type of structure, the location of the structure (e.g., 1000 feet upstream of Main Street or River Mile 10.4), and the appropriate cross section labels for the structures that are part of the revision request. Attach additional pages if the revision request involves more than 3 structures. This form is not required for existing structures that are included in the hydraulic model for the effective Flood Insurance Rate Map (FIRM).

**Section B: Channelization**

This section is to be completed when any portion of the stream channel is altered or relocated. The purpose of the Channelization section and the information to be submitted, is to ensure that the channel will function properly as designed and pass the 1% annual chance flood as determined by the hydraulic analysis. When the Channelization section is submitted, a Riverine Hydrologic & Hydraulic Form (Form 2) must also be submitted.

1. Indicate the hydraulic considerations for the design of the channel such as flow carrying capacity of the channel and the flow regime over which channel elevation was designed. Also indicate if there is a potential for a hydraulic jump.
2. Attach engineering drawings of the channelization certified by a registered professional engineer. The drawings should include a plan view of the channelization that shows pre-construction topography and post-construction grading, channel cross section, channel lining, channel inlet and outlet, and details for any accessory structures included with the channelization.

Typically, channelization increases the channel velocity above the natural channel velocity. Provide information that supports the conclusion that the channel lining will withstand the velocities associated with the 1% annual chance flood. The type of channel lining should be indicated on the design plans.

3. Indicate all accessory structures included with the channelization. The accessory structures should be shown on the submitted plans.
4. In locations where sediment transport will affect the Base Flood Elevations (BFEs), the effects of sediment transport should be considered in the design of channel and Section F of Form 3 should be submitted. Please provide justifications if sediment transport analysis is not considered for the channel design.

**Section C: Bridge/Culvert**

This section is to be completed when the request involves a new bridge or culvert or a new or revised analysis of an existing bridge or culvert.

1. Indicate the reason for the new or revised bridge/culvert modeling.
2. Indicate the model used to analyze the hydraulics at the bridge/culvert. If this model is different than the model used to analyze the flooding on the stream, then include an explanation of why a different model was used to analyze the bridge/culvert.
3. Attach plans of the structure certified by a registered professional engineer. The bridge/culvert plans should include the information listed on the form. Indicate the items included on the plans, and attach an explanation of why any information is not included.

4. In locations where sediment transport will affect the Base Flood Elevations (BFEs), the effects of sediment transport should be considered for the design bridge/culvert and Section F of Form 3 should be submitted. Please provide justifications if sediment transport analysis is not considered for the bridge/culvert design.

#### **Section D: Dam/Basin**

This section is to be filled out when there is an existing, proposed, or modified dam or detention basin along a stream studied in detail. Provide a complete engineering analysis and engineering drawings of the dam/basin. The drawings should indicate the dam dimensions (height, top width, side slopes), the crest elevation of the top of the dam/basin, the type of spillway, the spillway dimensions, the crest elevation of the spillway, the type of outlet, the outlet dimensions, and the invert elevation of the outlet.

1. Indicate the reason for the revision request involving a dam/basin.
2. Indicate the agency or organization that designed the dam/basin.
- 3 . a . Indicate name of the agency or organization responsible for permitting the dam along with the appropriate permit or identification number for the dam.  
b. If it is a local dam or a private dam, provide related “as-built” or “proposed” drawings, specifications and supporting design information.
4. Indicate if the hydrologic analysis is revised as a result of the dam/basin. Any storage upstream of the dam/basin, considered in the hydrologic analysis to reduce the peak base flood discharge, should be totally dedicated to flood control. If the outflow of the dam is regulated, submit an explanation of the flow regulation plan. Complete Form 2, Riverine Hydrology & Hydraulics Form, if the hydrology changes.

Provide documentation that the dam/basin was designed using the critical storm duration that would yield the maximum reservoir stage or maximum volume of runoff during the design storm.

5. In locations where sediment transport will affect the Base Flood Elevations (BFEs), the effects of sediment transport should be considered in the design of dam/basin and Section F of Form 3 should be submitted. Please provide justifications if sediment transport analysis is not considered for the dam/basin design.
6. Indicate if the Base Flood Elevations change as a result of the dam/basin. If impacted, list the elevations. Indicate the stillwater elevations behind the dam/basin.
7. Attach a copy of the Operation and Maintenance Plan for the dam/basin with the revision request.

#### **Section E: Levee/Floodwall**

This section is to be completed when the revision request involves a new or modified levee and/or floodwall system. A levee is a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding. The purpose of this section is to ensure that the levee or floodwall is designed and/or constructed to provide protection from the 1% annual chance flood, in full compliance with National Flood Insurance Program (NFI P) Regulation 44 CFR Ch. 1, Section 65.10, before reflecting its effects on an N FIP map.

In addition, a vicinity map along with a complete set of flood profile sheets, plan sheets, and layout detail sheets must be submitted. These sheets must be numbered, and an index must be provided that clearly identifies those sheets specifically relating to the levee or floodwall in question.

While the overall submittal for levee accreditation must be certified by a registered Professional Engineer (P.E.) who submits the completed package, the submittal may include several subsets of engineering data, dealing with separate portions of 44 CFR Section 65.10, certified by different P.E.s or engineering firms. Certifications are subject to the definition provided in 44 CFR Section 65.2. In such cases, the P.E. who certifies the completed package will be considered the engineer responsible for the accreditation submittal and will be contacted if additional information is needed. The Form 3 signature block should also be signed by the P. E. who signs the complete package.

1. Indicate all the applicable levee/floodwall system elements, including their locations and types, and provide engineering drawings certified by a registered professional engineer. The drawings should show the items indicated.
2. Indicate the amount of freeboard that the levee has above the base flood elevation. Riverine levees must provide a minimum freeboard of three feet above the BFE. An additional one-half foot above the minimum must be provided at the upstream end of the levee, tapering to not less than the minimum at the downstream end of the levee. An additional one-foot above the minimum freeboard is required on both sides of the river or stream for a distance of 100 feet upstream of structures (such as bridges) riverward of the levee or wherever the flow is constricted. If exceptions to the minimum freeboard requirements are requested, attach documentation addressing NFIP Regulation 44 CFR Ch. 1, Subparagraph 65.10(b)(1)(ii).

Ice-jams can increase the flood elevations on a stream. Indicate if the stream has a history of ice-jams, and, if so, provide evidence that the minimum freeboard still exists with the ice-jam effects.

3. List the closure devices for all openings through the levee system. All openings must be provided with closure devices that are structural parts of the system during operation and design.
4. Complete the information to show where embankment protection is required, and submit supporting embankment protection analysis. The embankment protection analysis must demonstrate that no appreciable erosion of the levee embankment can be expected during the 1% annual chance flood, as a result of either current or waves, and that anticipated erosion will not result in failure of the levee embankment or foundation directly or indirectly through reduction of the seepage path and subsequent instability. Factors to be addressed include, but are not limited to: expected flow velocities, expected wind and wave action, ice loading, impact of debris, slope protection techniques, duration of flooding at various stages and velocities, embankment and foundation materials, levee alignment, bends, transitions, and levee side slopes. The table provide in the form is for riprap protection. If another method of embankment protection is used, then a table with similar information should be prepared and submitted with the forms.
5. Complete the information to summarize the analysis of the levee and foundation. This analysis must evaluate both stability and seepage during the loading conditions associated with the base flood. The seepage analysis shall demonstrate that seepage into or through the levee embankment and foundation will not result in seepage and piping that will jeopardize the embankment and foundation stability. The slope stability analysis shall demonstrate that the levee cross section is stable under all loading and unloading conditions for the base flood. The analysis should include the river or channel slopes. Guidance on seepage and stability analyses is outlined in the U.S. Army Corps of Engineers (USACE) manual "Design and Construction of Levees," EM 1110-2-1913. This manual may be obtained at [http://140.194.76.129/publications/eng-manuals/em1\\_110-2-1913/toc.htm](http://140.194.76.129/publications/eng-manuals/em1_110-2-1913/toc.htm).

Additional information on acceptable factors of safety for underseepage was previously provided by the USACE in Engineer Technical Letter ETL 1110-2-555, Engineering and Design: Design Guidance for Levees. In May 2005, the USACE issued ETL-1110-2-569, "Engineering and Design: Design Guidance for Levee Underseepage," to replace ETL 1110-2-555. The USACE is in the process of updating Engineer Manual (EM) 1110-2-1913, Engineering and Design: Design and Construction of Levees, to incorporate information from ETL-1 110-2-569 among other required changes. Once the USACE issues the updated version of EM 1110-2-1913, it will supersede ETL-1 110-2-569.

USACE ETLs, Ems and other USACE documents may be viewed on, or downloaded from, the USACE Website through the following link: <http://140.194.76.129/publications/>. To obtain printed copies of USACE documents you can email Hector Hunt at [Hector.N.Hunt@usace.army.mil](mailto:Hector.N.Hunt@usace.army.mil) The factors that must be addressed in these analyses include: depth of flooding, duration of flooding, foundation conditions at the site, embankment and cut slope geometry and length of seepage path at the critical locations, internal drainage in the levee, seepage and/or stability berms and management of trees and vegetation. All backup material for these analyses should be submitted.

6. See above embankment and foundation stability discussion. In addition, waterstops and joint materials should be incorporated into the floodwall design as outlined in USACE manual "Waterstops and Other Preformed Joint Materials for Civil Works Structures," EM 1110-2-2102 to prevent passage of water through the wall. This manual may be obtained at [http://140.194.76.129/publications/eng-manuals/em1\\_110-2-2102/toc.htm](http://140.194.76.129/publications/eng-manuals/em1_110-2-2102/toc.htm).

7. Complete the information to summarize the results from an analysis of potential settling of the levee. The settlement analysis must assess the potential and magnitude of future losses of freeboard and must demonstrate that the minimum freeboard requirements will be maintained. The analysis must address embankment loads, compressibility of embankment soils, compressibility of foundation soils, age of the levee system, and construction compaction methods. In addition, a detailed settlement analysis and determination of the appropriate amount of overbuild using procedures such as those described in USACE manuals "Settlement Analysis," EM 1110-2-1904 and "Design and Construction of Levees," EM 1110-2-191 3, Chapter 6, must be submitted. Submit all backup information used in the analysis.
8. Complete the information to summarize an analysis of potential flooding from interior drainage. In accordance with NFIP Regulation 44 CFR Ch. 1, Subparagraph 65.10(b)(6), the interior drainage analysis must be based on the joint probability of interior and exterior flooding and the capacity of facilities for evacuating interior floodwaters. The analysis must identify the extent of the flooded area, and the water-surface elevation(s) of the 1% annual chance flood if the average depth is greater than one foot. This information is to show on a certified topographic work map. Submit the calculation and back-up information for the analysis of flooding potential from interior drainage.
9. Complete the information and attach any supporting documentation regarding the design criteria indicated. In locations where sediment transport will affect the design of the levee, the effects of sediment transport should be considered and Section F of Form 3 should be submitted. Please provide justifications if sediment transport analysis is not considered for the levee design.
10. Complete the information to summarize the operational plan and criteria. For a levee system to be recognized by the Federal Emergency Management Agency (DHS-FEMA), the operational criteria must be as described in NFIP Regulation 44 CFR Ch. 1, Subparagraph 65.10(c).
11. Indicate if the maintenance plan for the levee is in compliance with NFIP Regulation 44 CFR Ch. 1, Subparagraph 65.10(d).
12. Submit a copy of the Operation and Maintenance Plan with the revision request. This plan should address maintenance standards, intervals and procedures. It should also include requirements for management of vegetation similar to what is outlined in USACE manual "Landscape Planting and Vegetation Management for Floodwalls, Levees and Embankment Dams," EM 1110-2-301. This manual can be obtained from the USACE Internet site at [http://140.194.76.129/publications/eng-manuals/em1\\_1\\_10-2-301/toc.htm](http://140.194.76.129/publications/eng-manuals/em1_1_10-2-301/toc.htm) This plan should also include the design and construction requirements and inspection procedures for future utility crossings. The Operation and Maintenance Plan may not have to be submitted when requesting a Conditional Letter of Map Revision (CLOMR) for a proposed levee. However, it will be required after the levee is constructed and a revision to the FIRM is requested.

### **Section F: Sediment Transport**

Complete the information to summarize an analysis of sediment transport (including scour and deposition) if there is any indication from historical records that sediment transport can affect the BFE, or if based on the stream morphology, vegetative cover, development of the watershed and bank conditions, there is a potential for debris and sediment transport to affect the BFE or a structure. If sediment transport will not affect the BFE or a structure, then indicate that this section is not applicable and include an explanation as to why a sediment analysis was not performed. Please note that bulked flows are used to evaluate the performance of a structure during the base flood, but DHS-FEMA does not map BFEs based on bulked flows.

## **INSTRUCTIONS FOR COMPLETING THE COASTAL ANALYSIS FORM (FORM 4)**

The information requested on the Coastal Analysis Form is intended to document the steps taken by the requester in the process of preparing the revised models or analyses and the resulting revised Flood Insurance Study (FIS) information. Refer to the *Consolidated Guidelines and Specifications for Flood Hazard Mapping Partners, Appendix D: Guidance for Coastal Flooding Analyses and Mapping*, which can be obtained from the Federal Emergency Management Agency's (DHS-FEMA's) Internet site at [http://www.fema.gov/plan/prevent/fhm/dl\\_cgs.shtm](http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm), for the wave height analyses and mapping procedures used by DHS-FEMA for coastal areas. Wave height, wave run-up, and storm induced erosion may be analyzed using the program, CHAMP 1.1, which was developed for DHS-FEMA. CHAMP 1.1 may be obtained from DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/frm\\_soft.shtm](http://www.fema.gov/plan/prevent/fhm/frm_soft.shtm). A list of accepted DHS-FEMA coastal models can be found on DHS-FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/en\\_coast.shtm](http://www.fema.gov/plan/prevent/fhm/en_coast.shtm). The following guidelines should be followed when completing the form:

### **Section A: Coastline to be Revised**

Describe the limits of the restudied area. Road names and/or landmarks in the vicinity of the restudied area or transects used in the effective FIS may be used as reference points.

### **Section B: Effective FIS**

The type of analyses (approximate or detailed wave parameter computations) used for the effective FIS for the community being restudied must be provided. This information is available in the hydrologic and hydraulic sections of the FIS report.

### **Section C: Revised Analysis**

All changes to effective models must be supported by certified topographic information, structure plans, survey notes, storm surge data, meteorological data, etc. All equations or models used must be referenced. Descriptions and/or sketches of transect profiles should be attached for revised erosion, wave height, wave runup, and wave overtopping analyses. Wave runup and wave overtopping should be considered when the wave heights approach the crest of the shore protection structure or natural land forms. If DHS-FEMA procedures are not used in the revised analyses, provide an explanation.

### **Section D: Results**

Information must be provided to determine the impact of the analysis on the mapping of the coastal high hazard areas, including the location of the coastal high hazard area boundaries, maximum wave height elevation, and the maximum wave runup elevation. Mapping resulting from the re-analysis of the effective study must tie-in with areas not re-studied. The mapped inland limit of the coastal high hazard areas (V Zones) as a result of the re-analysis must be in compliance with National Flood Insurance Program (N FIP) Regulation 44 CFR Ch. 1, Section 65.11 in areas where primary frontal dunes are present.

### **Section E: Mapping Requirements**

With the revision request, submit a certified topographic map showing the information indicated in the Mapping Requirements Section of the Coastal Analysis Form. Also submit a copy of the current FIRM annotated to show the revised 1% annual chance floodplain boundaries.

## **INSTRUCTIONS FOR COMPLETING THE COASTAL STRUCTURES FORM (FORM 5)**

The Coastal Structures Form is to be completed when a revision to coastal flood hazard elevations and/or areas is requested based on coastal structures being credited as providing protection from the base flood. The purpose of the Coastal Structures Form is to ensure that the structure is designed and constructed to provide protection from the base flood without failing or causing an increase in flood hazards to adjacent areas. Refer to the *Consolidated Guidelines and Specifications for Flood Hazard Mapping Partners, Appendix D: Guidance for Coastal Flooding Analyses and Mapping* which can be obtained from the Federal Emergency Management Agency's (DHS-FEMA's) Internet site at [http://www.fema.gov/plan/prevent/fhm/dl\\_cgs.shtm](http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm), for the criteria for evaluating flood protection structures.

If the coastal structure is a levee/floodwall, complete the Levee/Floodwall System section of the Riverine Structure Form (Form 3), in addition to this form. When the Coastal Structures Form is submitted, the Coastal Analysis Form (Form 4) should also be submitted.

### **Section A: Background**

Information about the type of structure, the location, the material being used, and the age of the structure must be provided. Certified "as built" plans must also be provided. If these plans are not available, an explanation must be given with sketches of the general structure dimensions as described. If the structure design has been certified by a Federal agency to provide flood protection and withstand forces from the 1% annual chance (base) flood, the dates of the project completion and certification of the structure should be provided, and the remainder of the form does not need to be completed.

### **Section B: Design Criteria**

Documentation must be provided that ensures a coastal structure is designed and constructed to withstand the wind and wave forces associated with the base flood. The minimum freeboard of the structure must be in compliance with National Flood Insurance Program (NFIP) Regulation 44 CFR Ch. 1, Section 65.10. Additional concerns include the impact to areas directly landward of the structure that may be subjected to overtopping and erosion along with possible failure of the structure due to undermining from the backside and the possible increase in erosion to unprotected properties at the ends of the structure. The evaluation of protection provided by sand dunes must follow the criteria outlined in NFIP Regulation 44 CFR Ch. 1, Section 65.11.

### **Section C: Adverse Impact Evaluation**

If the structure is new, proposed, or modified, and will impact flooding and erosion for the areas adjacent to the structure, provide an explanation and documentation to support your conclusions.

### **Section D: Community and/or State Review**

Provide documentation of Community and/or State review of the revision.

### **Section E: Certification**

The licensed professional engineer and/or land surveyor should have a current license in the State where the affected communities are located. While the individual signing this form is not required to have obtained the supporting data or performed the analyses, he or she must have supervised and reviewed the work.

If the requester is a Federal agency who is responsible for the design and construction of flood control facilities, a letter stating that "the analyses submitted have been performed correctly and in accordance with sound engineering practices" may be submitted in lieu of certification by a registered professional engineer. Regarding the certification of completion of flood control facilities, a letter from the Federal agency certifying its completion and the flood frequency event to which the project protects may be submitted in lieu of this form.

## **INSTRUCTIONS FOR COMPLETING THE ALLUVIAL FAN FLOODING FORM (FORM 6)**

This form should be used for revision requests involving alluvial fans. The purpose of this form is to ensure that a structural flood control measure in areas subject to alluvial fan flooding is designed and/or constructed to provide protection from the 1% annual chance flood, in compliance with National Flood Insurance Program (NFIP) Regulation 44 CFR Ch. 1, Section 65.13, before it is recognized on an NFIP map. Elevating a parcel of land or a structure by fill or other means will not serve as a basis for removing areas subject to alluvial fan flooding from an area of special flood hazards. See NFIP Regulation 44 CFR Ch. 1, Section 65.13. Complete engineering analyses must be submitted in support of each section of this form. In addition, it may be necessary to complete other forms relating to specific flood control measures, such as levees/floodwalls, channelization, or dams.

### **Section A: Three-Stage Analysis**

The three-stage analysis of alluvial fans is described in the Federal Emergency Management Agency's (DHS-FEMA's) *Consolidated Guidelines and Specifications for Flood Hazard Mapping Partners, Appendix G: Guidance for Alluvial Fan Flooding Analyses and Mapping*, which can be obtained from the Federal Emergency Management Agency's (DHS-FEMA's) Internet site at [http://www.fema.gov/plan/prevent/fhm/dl\\_cgs.shtm](http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm).

1. Complete the information regarding the characterization of the alluvial fan landform.
2. Complete the information regarding the definition of active and inactive areas.
3. Complete the information regarding the determination of the 100-year floodplain boundaries.

### **Section B: Structural Flood Control Measures**

Complete the information regarding any flood control structures. Submit Form 3, Riverine Structure Form, and an Operation and Maintenance Plan with the revision request. The Operation and Maintenance Plan may be submitted when requesting a Conditional Letter of Map Revision (CLOMR), but is not required. However, it will be required after construction is complete and a revision to the Flood Insurance rate Map (FIRM) is requested.

### **Section C: Mapping Requirements**

With the revision request, submit a certified topographic map showing the information indicated in the Mapping Requirements section of the Alluvial Fan Flooding Form. Also submit a copy of the current FIRM annotated to show the revised 1% annual chance floodplain boundaries.

## INSTRUCTIONS FOR COMPLETING THE PAYMENT INFORMATION FORM

The Payment Information Form must be completed for all requests requiring a fee. The current fee schedule for the reviewing and processing of Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) requests may be obtained from the Federal Emergency Management Agency's (DHS-FEMA's) Internet site at [http://www.fema.gov/plan/prevent/fhm/frm\\_fees.shtm](http://www.fema.gov/plan/prevent/fhm/frm_fees.shtm) or by calling DHS-FEMA's Map Information eXchange (FM IX) at 1 -877-FEMA MAP (1-877-336-2627).

Indicate the name of the community and a project identifier (e.g., Floodville Estates Subdivision or Small Creek Channel Improvements). The fees are sent to a different location from the revision request package. It is important to have the name of the community and a project identifier on the fee form, so that fees can be matched to the revision requests.

Indicate whether the fee is being submitted for an MT-1 application, an MT-2 application, or an External Data Request. This form is used for several types of requests. The type of request should be indicated so that the fees can be matched to the revision requests.

The request or case number should be indicated if it is known. Generally, this number is not known when a revision is initially requested. However, the case number should be indicated in any subsequent correspondence with DHS-FEMA.

Indicate the amount and method of payment being used to pay the fee.

## INSTRUCTIONS FOR COMPLETING ESA COMPLIANCE DOCUMENTATION

CLOMR applicants are responsible for documenting to FEMA that Endangered Species Act (ESA) compliance has been achieved prior to FEMA's review of a CLOMR application. For LOMR requests, ESA compliance is required independently of FEMA's process. The community must ensure that appropriate ESA permits are obtained per requirement under Section 60.3(a)(2) of FEMA's regulations. ESA compliance may be documented by submitting to FEMA a copy of an Incidental Take Permit, an Incidental Take Statement, a "not likely to adversely affect" determination from the National Marine Fisheries Service (NMFS) or the U.S. Fish and Wildlife Service (USFWS), or an official letter from NMFS or USFWS concurring that the project has "No Effect" on proposed or listed species or designated critical habitat. The applicant may begin by contacting a NMFS or USFWS office, State wildlife agency office, or independent biologist to identify whether threatened or endangered species exist on the subject property and whether the project associated with the CLOMR request would adversely affect species or designated critical habitat. These entities are also available to discuss questions pertaining to listed species and ESA compliance. If potential adverse impacts could occur, then NMFS or USFWS may require changes to the proposed activity and/or mitigation.

Additional information about the ESA and these requirements is available on-line at <http://www.fema.gov/library/viewRecord.do?id=4312> or by requesting a copy from the DHS-FEMA Map Information eXchange (FMIX) toll free at 1-877-FEMA MAP (1-877-336-2627). Although FEMA's staff is not available to assist with this process, NMFS and the USFWS both have staff available around the country to answer questions about threatened and endangered species and ESA compliance.

BFE	Base (1% annual chance) Flood Elevation. It is the height of the base flood, usually in feet, in relation to the datum used, or the depth of the base flood usually in feet, above the ground surface. The base flood is the flood that has a 1% probability of being equaled or exceeded in any given year (also referred to as the 100-year flood or the 1% annual chance flood).
CFR	Code of Federal Regulations.
CHHA	Coastal High Hazard Area. An area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. CHHAs are indicated as V or VE Zones on the Flood Insurance Rate Maps.
CLOMR	Conditional Letter of Map Revision. A letter from DHS-FEMA commenting on whether a proposed project, if built as proposed, would meet the minimum standards of the National Flood Insurance Program.
FBFM	The Flood Boundary and Floodway Map. The floodplain management map issued by DHS-FEMA that depicts, on the basis of detailed analyses, the boundaries of the 100- and 500-year floodplain and the regulatory floodway.
DHS-FEMA	U.S. Department of Homeland Security - Federal Emergency Management Agency.
FHBM	The Flood Hazard Boundary Map. The initial flood insurance map issued by FEMA that identified on the basis of approximate analyses, the areas of 100-year flood hazard in a community.
FIRM	Flood Insurance Rate Map. An official map of a community, on which the Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.
FIS	Flood Insurance Study. An engineering study performed under contract to FEMA to identify flood-prone areas and to determine BFEs, flood insurance rate zones, and other flood risk data for a community.
LOMR	Letter of Map Revision. A letter from FEMA officially revising the current NFIP map to show changes to floodplains, floodways, or flood elevations.
NFIP	National Flood Insurance Program.
PMR	Physical Map Revision. A reprinted NFIP map incorporating changes to floodplains, floodways, or flood elevations. Because of the time and cost involved to change, reprint, and redistribute an NFIP map, a PMR is usually processed when a revision reflects large scope changes.
SFHA	Special Flood Hazard Area. Areas inundated by a flood having a 1% probability of being equaled or exceeded in any given year (also referred to as the 100-year flood).
USACE	U.S. Army Corps of Engineers.
WSEL	Water Surface Elevation.

## APPENDIX B - USEFUL INTERNET SITES

### Public Information:

<http://www.fema.gov> - DHS-FEMA's Internet site.

[http://www.fema.gov/plan/prevent/fhm/en\\_main.shtm](http://www.fema.gov/plan/prevent/fhm/en_main.shtm) - DHS-FEMA's Internet site for engineers and surveyors.

[http://www.fema.gov/plan/prevent/fhm/ot\\_main.shtm](http://www.fema.gov/plan/prevent/fhm/ot_main.shtm) - DHS-FEMA's Internet site for online tutorials.

<http://www.fema.gov/fema/csb.shtm> - National Flood Insurance Program Community Status Book.

<http://store.msc.fema.gov/> - Internet site for ordering NFIP maps.

[http://www.access.gpo.gov/nara/cfr/waisidx\\_02/44cfrv1\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfrv1_02.html) - NFIP regulations.

### Amendment/Revision Forms and Information:

[http://www.fema.gov/plan/prevent/fhm/dl\\_mt-ez.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm) - MT-EZ form package, *Amendments to National Flood Insurance Program Maps, Application Form for Single Residential Lot or Structure.*

[http://www.fema.gov/plan/prevent/fhm/dl\\_mt-1.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm) - MT-1 form package, *Revisions to National Flood Insurance Program Maps, Application Forms for Conditional and Final Letters of Map Amendment and Letters of Map Revision Based on Fill.*

[http://www.fema.gov/plan/prevent/fhm/dl\\_mt-2.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-2.shtm) - MT-2 form package, *Revisions to National Flood Insurance Program Maps, Application Forms and Instructions for Conditional Letters of Map Revision and Letters of Map Revision.*

[http://www.fema.gov/plan/prevent/fhm/frm\\_fees.shtm](http://www.fema.gov/plan/prevent/fhm/frm_fees.shtm) - Fee schedule for review and processing of CLOMR and LOMR requests.

[http://www.fema.gov/plan/prevent/fhm/st\\_order.shtm](http://www.fema.gov/plan/prevent/fhm/st_order.shtm) - Internet site for ordering backup information for an existing Flood Insurance Study.

### Documents, Guidelines and Manuals:

<http://www.fema.gov/plan/prevent/floodplain/techbul.shtm> - DHS-FEMA's Technical Bulletin 10-01, "Ensuring That Structures Built on Fill In or Near Special Flood Hazard Areas Are Reasonably Safe from Flooding."

[http://www.fema.gov/plan/prevent/fhm/dl\\_zonea.shtm](http://www.fema.gov/plan/prevent/fhm/dl_zonea.shtm) - DHS-FEMA's manual, "Managing Floodplain Development in Approximate Zone A Areas, A Guide for obtaining and developing Base (100-year) Flood Elevations."

[http://www.fema.gov/plan/prevent/fhm/dl\\_cgs.shtm](http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm) - DHS-FEMA's *Consolidated Guidelines and Specifications for Flood Hazard Mapping Partners, Appendix G: Guidance for Alluvial Fan Flooding Analyses and Mapping.*

[http://www.fema.gov/plan/prevent/fhm/dl\\_cgs.shtm](http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm) - DHS-FEMA's *Consolidated Guidelines and Specifications for Flood Hazard Mapping Partners, Appendix D: Guidance for Coastal Flooding Analyses and Mapping.*

<http://140.194.76.129/publications/eng-manuals/em1110-2-1913/toc.htm> - USACE manual "Design and Construction of Levees," EM 1110-2-1913.

<http://140.194.76.129/publications/eng-manuals/em1110-2-2102/toc.htm> - USACE manual "Waterstops and Other Prefabricated Joint Materials for Civil Works Structures," EM 1110-2-2102.

<http://140.194.76.129/publications/eng-manuals/em1110-2-301/toc.htm> - USACE manual "Landscape Planting and Vegetation Management for Floodwalls, Levees and Embankment Dams," EM 1110-2-301.

Software:

[http://www.fema.gov/plan/prevent/fhm/en\\_modl.shtm](http://www.fema.gov/plan/prevent/fhm/en_modl.shtm) - List of numerical models accepted by DHS-FEMA for the NFI P usage.

[http://www.fema.gov/plan/prevent/fhm/frm\\_soft.shtm](http://www.fema.gov/plan/prevent/fhm/frm_soft.shtm) - Engineering software developed by DHS-FEMA. The site also includes additional information, such as tutorials, user's manuals and guidance documentation for certain programs.

Federal Agencies:

<http://www.epa.gov/> - Environmental Protection Agency

<http://www.nasa.gov/> - National Aeronautics and Space Administration (NASA)

<http://www.noaa.gov/> - National Oceanic and Atmospheric Administration (NOAA)

<http://www.nws.noaa.gov/> - National Weather Service (NWS)

<http://www.nrcs.usda.gov/> - Natural Resources Conservation Service (NRCS)

<http://www.usace.army.mil/> - U.S. Army Corps of Engineers (USACE)

<http://www.hec.usace.army.mil/> - USACE Hydrologic Engineering Center (HEC)

<http://www.usda.gov/> - U.S. Department of Agriculture (USDA)

<http://www.fws.gov/index.html> - U.S. Fish & Wildlife Service

<http://www.nmfs.noaa.gov/> - National Marine Fisheries Service

## **APPENDIX C - DHS-FEMA OFFICES**

### **REGION I**

(Connecticut, Maine, Massachusetts,  
New Hampshire, Rhode Island, Vermont)

FEMA, Federal Insurance and Mitigation Division  
99 High Street, Sixth Floor  
Boston, MA 02110  
(617) 832-4761

### **REGION II**

(New York, Puerto Rico, New Jersey)

FEMA, Federal Insurance and Mitigation Division  
26 Federal Plaza, Room 1337  
New York, New York 10278-0001  
(212) 680-3620

### **REGION III**

(Delaware, D.C., Maryland,  
Pennsylvania, Virginia, West Virginia)

FEMA, Federal Insurance and Mitigation Division  
One Independence Mall, Sixth Floor  
615 Chestnut Street  
Philadelphia, Pennsylvania 19106-4404  
(215) 931-5508

### **REGION IV**

(Alabama, Florida, Georgia, Kentucky,  
Mississippi, N. Carolina, S. Carolina, Tenn.)

FEMA, Federal Insurance and Mitigation Division  
Koger Center - Rutgers Building  
3003 Chamblee Tucker Road  
Atlanta, Georgia 30341-4112  
(770) 220-5400

### **REGION V**

(Illinois, Indiana, Michigan  
Minnesota, Ohio, Wisconsin)

FEMA, Federal Insurance and Mitigation Division  
536 South Clark Street, Sixth Floor  
Chicago, Illinois 60605-1509  
(312) 408-5500

### **REGION VI**

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

FEMA, Federal Insurance and Mitigation Division  
Federal Regional Center  
800 North Loop 288  
Denton, Texas 76209-3698  
(940) 898-5399

### **REGION VII**

(Iowa, Kansas, Missouri, Nebraska)

FEMA, Federal Insurance and Mitigation Division  
9221 Ward Parkway, Suite 300  
Kansas City, MO 64114-3372  
(816) 283-7002

### **REGION VIII**

(Colorado, Montana, N. Dakota, S. Dakota, Utah,  
Wyoming)

FEMA, Federal Insurance and Mitigation Division  
Denver Federal Center  
Building 710, Box 25267  
Denver, Colorado 80225-0267  
(303) 235-4800

### **REGION IX**

(Arizona, California, Hawaii, Nevada)

FEMA, Federal Insurance and Mitigation Division  
1111 Broadway, Suite 1200  
Oakland, California 94607-4052  
(510) 627-7100

### **REGION X**

(Alaska, Idaho, Oregon, Washington)

FEMA, Federal Insurance and Mitigation Division  
Federal Regional Center  
130 228th Street, S.W.  
Bothell, Washington, 98021-8627  
(206) 487-4600

**HEADQUARTERS**

U.S. Department of Homeland Security  
Federal Emergency Management Agency  
Mitigation Division  
Risk Analysis Branch  
500 C Street, SW  
Washington, DC 20472  
1-877-FEMA MAP (1-877-336-2627)

U.S. DEPARTMENT OF HOMELAND SECURITY  
 FEDERAL EMERGENCY MANAGEMENT AGENCY  
**OVERVIEW & CONCURRENCE FORM**

*O.M.B No. 1660-0016  
 Expires February 28, 2014*

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20958-3005, Paperwork Reduction Project (1660-0016). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

**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).

**A. REQUESTED RESPONSE FROM DHS-FEMA**

This request is for a (check one):

- CLOMR: A letter from DHS-FEMA commenting on whether a proposed project, if built as proposed, would justify a map revision, or proposed hydrology changes (See 44 CFR Ch. 1, Parts 60, 65 & 72).
- LOMR: A letter from DHS-FEMA officially revising the current NFIP map to show the changes to floodplains, regulatory floodway or flood elevations. (See 44 CFR Ch. 1, Parts 60, 65 & 72)

**B. OVERVIEW**

1. The NFIP map panel(s) affected for all impacted communities is (are):

Community No.	Community Name	State	Map No.	Panel No.	Effective Date
Example: 480301 480287	City of Katy Harris County	TX TX	48473C 48201C	0005D 0220G	02/08/83 09/28/90

2. a. Flooding Source:

- b. Types of Flooding:  Riverine     Coastal     Shallow Flooding (e.g., Zones AO and AH)  
 Alluvial fan     Lakes     Other (Attach Description)

3. Project Name/Identifier:

4. FEMA zone designations affected: (choices: A, AH, AO, A1-A30, A99, AE, AR, V, V1-V30, VE, B, C, D, X)

5. Basis for Request and Type of Revision:

a. The basis for this revision request is (check all that apply)

- Physical Change     Improved Methodology/Data     Regulatory Floodway Revision     Base Map Changes  
 Coastal Analysis     Hydraulic Analysis     Hydrologic Analysis     Corrections  
 Weir-Dam Changes     Levee Certification     Alluvial Fan Analysis     Natural Changes  
 New Topographic Data     Other (Attach Description)

Note: A photograph and narrative description of the area of concern is not required, but is very helpful during review.

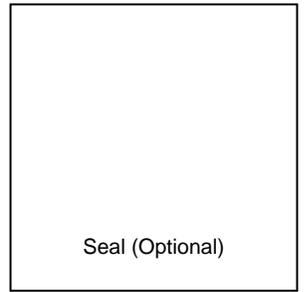


Ensure the forms that are appropriate to your revision request are included in your submittal.

**Form Name and (Number)**

**Required if ...**

- |  |   |
|--|---|
| <input type="checkbox"/> Riverine Hydrology and Hydraulics Form (Form 2) | New or revised discharges or water-surface elevations   |
| <input type="checkbox"/> Riverine Structures Form (Form 3)               | Channel is modified, addition/revision of bridge/culverts, addition/revision of levee/floodwall, addition/revision of dam |
| <input type="checkbox"/> Coastal Analysis Form (Form 4)                  | New or revised coastal elevations   |
| <input type="checkbox"/> Coastal Structures Form (Form 5)                | Addition/revision of coastal structure  |
| <input type="checkbox"/> Alluvial Fan Flooding Form (Form 6)             | Flood control measures on alluvial fans   |



U.S. DEPARTMENT OF HOMELAND SECURITY  
 FEDERAL EMERGENCY MANAGEMENT AGENCY  
**RIVERINE HYDROLOGY & HYDRAULICS FORM**

*O.M.B No. 1660-0016  
 Expires February 28, 2014*

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 3.5 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington VA 20958-3005, Paperwork Reduction Project (1660-0016). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

**PRIVACY ACT STATEMENT**

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Flooding Source: \_\_\_\_\_

**Note:** Fill out one form for each flooding source studied

**A. HYDROLOGY**

1. Reason for New Hydrologic Analysis (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Not revised (skip to section B) | <input type="checkbox"/> No existing analysis        | <input type="checkbox"/> Improved data                           |
| <input type="checkbox"/> Alternative methodology         | <input type="checkbox"/> Proposed Conditions (CLOMR) | <input type="checkbox"/> Changed physical condition of watershed |

2. Comparison of Representative 1%-Annual-Chance Discharges

Location	Drainage Area (Sq. Mi.)	Effective/FIS (cfs)	Revised (cfs)
----------	-------------------------	---------------------	---------------

3. Methodology for New Hydrologic Analysis (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Statistical Analysis of Gage Records | <input type="checkbox"/> Precipitation/Runoff Model → Specify Model: _____ |
| <input type="checkbox"/> Regional Regression Equations        | <input type="checkbox"/> Other (please attach description)                 |

Please enclose all relevant models in digital format, maps, computations (including computation of parameters), and documentation to support the new analysis.

4. Review/Approval of Analysis

If your community requires a regional, state, or federal agency to review the hydrologic analysis, please attach evidence of approval/review.

5. Impacts of Sediment Transport on Hydrology

Is the hydrology for the revised flooding source(s) affected by sediment transport?  Yes  No

If yes, then fill out Section F (Sediment Transport) of Form 3. If No, then attach your explanation..

**B. HYDRAULICS**

1. Reach to be Revised

	Description	Cross Section	Water-Surface Elevations (ft.)	
			Effective	Proposed/Revised
Downstream Limit*	_____	_____	_____	_____
Upstream Limit*	_____	_____	_____	_____

\*Proposed/Revised elevations must tie-into the Effective elevations within 0.5 foot at the downstream and upstream limits of revision.

2. Hydraulic Method/Model Used: \_\_\_\_\_

3. Pre-Submittal Review of Hydraulic Models\*

DHS-FEMA has developed two review programs, CHECK-2 and CHECK-RAS, to aid in the review of HEC-2 and HEC-RAS hydraulic models, respectively. We recommend that you review your HEC-2 and HEC-RAS models with CHECK-2 and CHECK-RAS.

4.

<u>Models Submitted</u>	<u>Natural Run</u>	<u>Floodway Run</u>	<u>Datum</u>
Duplicate Effective Model*	File Name: _____ Plan Name: _____	File Name: _____ Plan Name: _____	_____
Corrected Effective Model*	File Name: _____ Plan Name: _____	File Name: _____ Plan Name: _____	_____
Existing or Pre-Project Conditions Model	File Name: _____ Plan Name: _____	File Name: _____ Plan Name: _____	_____
Revised or Post-Project Conditions Model	File Name: _____ Plan Name: _____	File Name: _____ Plan Name: _____	_____
Other - (attach description)	File Name: _____ Plan Name: _____	File Name: _____ Plan Name: _____	_____

\* For details, refer to the corresponding section of the instructions.

Digital Models Submitted? (Required)

**C. MAPPING REQUIREMENTS**

A **certified topographic work map** must be submitted showing the following information (where applicable): the boundaries of the effective, existing, and proposed conditions 1%-annual-chance floodplain (for approximate Zone A revisions) or the boundaries of the 1%- and 0.2%-annual-chance floodplains and regulatory floodway (for detailed Zone AE, AO, and AH revisions); location and alignment of all cross sections with stationing control indicated; stream, road, and other alignments (e.g., dams, levees, etc.); current community easements and boundaries; boundaries of the requester's property; certification of a registered professional engineer registered in the subject State; location and description of reference marks; and the referenced vertical datum (NGVD, NAVD, etc.).

Digital Mapping (GIS/CADD) Data Submitted (preferred)

Topographic Information: \_\_\_\_\_

Source: \_\_\_\_\_ Date: \_\_\_\_\_

Accuracy: \_\_\_\_\_

Note that the boundaries of the existing or proposed conditions floodplains and regulatory floodway to be shown on the revised FIRM and/or FBFM must tie-in with the effective floodplain and regulatory floodway boundaries. Please attach **a copy of the effective FIRM and/or FBFM**, at the same scale as the original, annotated to show the boundaries of the revised 1%-and 0.2%-annual-chance floodplains and regulatory floodway that tie-in with the boundaries of the effective 1%-and 0.2%-annual-chance floodplain and regulatory floodway at the upstream and downstream limits of the area on revision.

Annotated FIRM and/or FBFM (Required)

#### D. COMMON REGULATORY REQUIREMENTS\*

1. For LOMR/CLOMR requests, do Base Flood Elevations (BFEs) increase?  Yes  No
- a. For CLOMR requests, if either of the following is true, please submit **evidence of compliance with Section 65.12 of the NFIP regulations**:
- The proposed project encroaches upon a regulatory floodway and would result in increases above 0.00 foot compared to pre-project conditions.
  - The proposed project encroaches upon a SFHA with or without BFEs established and would result in increases above 1.00 foot compared to pre-project conditions.
- b. Does this LOMR request cause increase in the BFE and/or SFHA compared with the effective BFEs and/or SFHA?  Yes  No  
If Yes, please attach **proof of property owner notification and acceptance (if available)**. Elements of and examples of property owner notifications can be found in the MT-2 Form 2 Instructions.
2. Does the request involve the placement or proposed placement of fill?  Yes  No
- If Yes, the community must be able to certify that the area to be removed from the special flood hazard area, to include any structures or proposed structures, meets all of the standards of the local floodplain ordinances, and is reasonably safe from flooding in accordance with the NFIP regulations set forth at 44 CFR 60.3(A)(3), 65.5(a)(4), and 65.6(a)(14). Please see the MT-2 instructions for more information.
3. For LOMR requests, is the regulatory floodway being revised?  Yes  No
- If Yes, attach **evidence of regulatory floodway revision notification**. As per Paragraph 65.7(b)(1) of the NFIP Regulations, notification is required for requests involving revisions to the regulatory floodway. (Not required for revisions to approximate 1%-annual-chance floodplains [studied Zone A designation] unless a regulatory floodway is being established. Elements and examples of regulatory floodway revision notification can be found in the MT-2 Form 2 Instructions.)
4. For CLOMR requests, please submit documentation to FEMA and the community to show that you have complied with Sections 9 and 10 of the Endangered Species Act (ESA).

For actions authorized, funded, or being carried out by Federal or State agencies, please submit documentation from the agency showing its compliance with Section 7(a)(2) of the ESA. Please see the MT-2 instructions for more detail.

\* Not inclusive of all applicable regulatory requirements. For details, see 44 CFR parts 60 and 65.

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
COASTAL ANALYSIS FORM

O.M.B No. 1660-0016  
Expires February 28, 2014

PAPERWORK REDUCTION ACT

Public reporting burden for this form is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington VA 20958-3005, Paperwork Reduction Project (1660-0016). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

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.

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Flooding Source: \_\_\_\_\_

**Note:** Fill out one form for each flooding source studied.

A. COASTLINE TO BE REVISED

Describe limits of study area: \_\_\_\_\_

B. EFFECTIVE FIS

The area being revised in the effective FIS was studied by detailed methods using (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Storm surge modeling            | <input type="checkbox"/> Wave setup computations                    |
| <input type="checkbox"/> Wave height computations        | <input type="checkbox"/> Wave runup computations                    |
| <input type="checkbox"/> Wave overtopping computations   | <input type="checkbox"/> Dune erosion computations                  |
| <input type="checkbox"/> Primary Frontal Dune Assessment | <input type="checkbox"/> N/A (area not studied by detailed methods) |

C. REVISED ANALYSIS

1. Number of transects in revised analysis: \_\_\_\_\_

2. Information used to prepare the revision (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Wave setup analyses (complete Items 3, 4, and 5 below) | <input type="checkbox"/> Wave overtopping assessment (complete Items 4 and 5)                            |
| <input type="checkbox"/> Stillwater elevation determinations (complete Item 3)  | <input type="checkbox"/> More detailed topographic information (complete Section E)                      |
| <input type="checkbox"/> Erosion considerations (complete Item 4)               | <input type="checkbox"/> Shore protection structures (attach completed Coastal Structures Form - Form 5) |
| <input type="checkbox"/> Wave runup analysis (complete Items 4 and 5)           | <input type="checkbox"/> Primary frontal dune assessment (complete Item 5)                               |
| <input type="checkbox"/> Wave height analysis (complete Items 4 and 5)          | <input type="checkbox"/> Other, attach basis of revision request with explanation                        |

3. Stillwater Elevation Determination

a. How were stillwater elevations determined?

- Gage analysis (If revised gage analysis was used, provide copies of gage data and revised analysis.)  
 Storm surge analysis  
 Other (Describe): \_\_\_\_\_

b. Specify what datum was used in the calculations: \_\_\_\_\_

If not the FIS datum, have the calculations been adjusted to the FIS datum?  Yes  No Conversion factor: \_\_\_\_\_

c. Was the storm surge analysis revised?  Yes  No

d. If a new storm surge model was used, attach a detailed description of the differences between the current and the revised analyses, and why the revised analysis should replace the current analysis.

**C. REVISED ANALYSIS (continued)**

e. If wave setup was computed, attach a description of methodology used.  
Amount of wave setup added to stillwater elevation: \_\_\_\_\_ feet

**4. Revised Analysis (i.e., erosion, wave height, wave runup, primary frontal dune, and wave overtopping)**

If DHS-FEMA procedures were utilized to perform the revision, attach a detailed description of differences between the current and the revised analyses, and why the revised analysis should replace the current analysis.

If DHS-FEMA procedures were not utilized to perform the revision, provide full documentation on methodology and/or models used; including operational program, detailed differences between methodology and/or models utilized and DHS-FEMA's methodology and/or models. Also, attach an explanation of why new methodology and/or models should replace current methodology and/or models.

If revision reflects more detailed topographic information and fill has been/will be placed in a V Zone, and is not protected from erosion by a shore protection structure, provide a detailed description of how the fill has been treated in the revised analysis.

**5. Wave Runup, Wave Height, And Wave Overtopping Analysis**

Wave height analyses along a transect are greatly affected by starting wave conditions that propagate inland. Wave runup and overtopping analyses are typically considered when wave heights and/or wave runup are close to or greater than the crest of shore protection structures or natural land forms.

a. Was an analysis performed to determine starting wave height and period for input into WHAFIS?

If Yes, attach an explanation of the method utilized. If No, explain why these analyses were not performed.

Yes  No

b. Was wave setup included in wave height analysis and removed for erosion and wave runup analyses?

Yes  No

c. Was an overtopping analysis performed for any coastal shore protection structures or natural land forms that may be overtopped?

Yes  No

If Yes, attach an explanation of the methodology utilized and describe in detail the results of the analysis.

If overtopping was not analyzed, attach an explanation for why these analyses were not performed.

**D. RESULTS**

1. Stillwater storm surge elevation: \_\_\_\_\_ feet \_\_\_\_\_ Datum

2. Wave setup: \_\_\_\_\_ feet

3. Starting deep-water significant wave condition:

height: \_\_\_\_\_ period: \_\_\_\_\_

4. Maximum wave height elevation: \_\_\_\_\_ feet

5. Maximum wave runup elevation: \_\_\_\_\_ feet

6. Estimated amount of maximum overtopping: \_\_\_\_\_ cfs/feet

7. Has this revision changed the Limit of Moderate Wave Action (LiMWA)?  Yes  No  N/A

8. The areas designated as coastal high hazard areas (V Zones) have:

increased  decreased  both

Attach a description where they have increased and/or decreased.

9. As a result of the revised analyses, the V Zone location has shifted a maximum of \_\_\_\_\_ feet seaward and \_\_\_\_\_ feet landward of its existing position.

10. Does this revision reflect the location of the primary frontal dune?

Yes  No

11. The Base Flood Elevations have:

increased  decreased

a. What was the greatest increase? \_\_\_\_\_ feet

b. What was the greatest decrease? \_\_\_\_\_ feet

12. The special flood hazard area has:

increased  decreased  both

Attach a description where it has increased or decreased.

**E. MAPPING REQUIREMENTS**

A certified topographic map must be submitted showing the following information (where applicable): effective, existing conditions, and proposed conditions 1%-annual-chance floodplain boundaries, revised shoreline due to either erosion or accretion, location and alignment of all transects, correct location and alignment of any structures, current community easements and boundaries, boundary of the requester's property, certification of a professional engineer registered in the subject State, location and description of reference marks, and the referenced vertical datum (NGVD, NAVD, etc.).

Note that the existing or proposed conditions floodplain boundaries to be shown on the revised FIRM must tie-in with the effective floodplain boundaries. Please attach a copy of the current FIRM annotated to show the revised 1%-annual-chance floodplain boundaries that tie-in with effective 1%-annual-chance floodplain boundaries along the entire extent of the area of revision.

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Flooding Source: \_\_\_\_\_

Note: Fill out one form for each flooding source studied.

**A. GENERAL**

Complete the appropriate section(s) for each Structure listed below:

- Channelization.....complete Section B
- Bridge/Culvert.....complete Section C
- Dam.....complete Section D
- Levee/Floodwall.....complete Section E
- Sediment Transport.....complete Section F (if required)

Description Of Modeled Structure

1. Name of Structure: \_\_\_\_\_  
Type (check one):     Channelization                       Bridge/Culvert                       Levee/Floodwall                       Dam  
Location of Structure: \_\_\_\_\_  
Downstream Limit/Cross Section: \_\_\_\_\_  
Upstream Limit/Cross Section: \_\_\_\_\_
2. Name of Structure: \_\_\_\_\_  
Type (check one):     Channelization                       Bridge/Culvert                       Levee/Floodwall                       Dam  
Location of Structure: \_\_\_\_\_  
Downstream Limit/Cross Section: \_\_\_\_\_  
Upstream Limit/Cross Section: \_\_\_\_\_
3. Name of Structure: \_\_\_\_\_  
Type (check one)     Channelization                       Bridge/Culvert                       Levee/Floodwall                       Dam  
Location of Structure: \_\_\_\_\_  
Downstream Limit/Cross Section: \_\_\_\_\_  
Upstream Limit/Cross Section: \_\_\_\_\_

**NOTE: FOR MORE STRUCTURES, ATTACH ADDITIONAL PAGES AS NEEDED.**

B. CHANNELIZATION

Flooding Source: \_\_\_\_\_

Name of Structure: \_\_\_\_\_

1. Hydraulic Considerations

The channel was designed to carry \_\_\_\_\_ (cfs) and/or the \_\_\_\_\_-year flood.

The design elevation in the channel is based on (check one):

- Subcritical flow
- Critical flow
- Supercritical flow
- Energy grade line

If there is the potential for a hydraulic jump at the following locations, check all that apply and attach an explanation of how the hydraulic jump is controlled without affecting the stability of the channel.

- Inlet to channel
- Outlet of channel
- At Drop Structures
- At Transitions
- Other locations (specify): \_\_\_\_\_

2. Channel Design Plans

Attach the plans of the channelization certified by a registered professional engineer, as described in the instructions.

3. Accessory Structures

The channelization includes (check one):

- Levees [Attach Section E (Levee/Floodwall)]
- Drop structures
- Superelevated sections
- Transitions in cross sectional geometry
- Debris basin/detention basin [Attach Section D (Dam/Basin)]
- Energy dissipator
- Weir
- Other (Describe): \_\_\_\_\_

4. Sediment Transport Considerations

Are the hydraulics of the channel affected by sediment transport?  Yes  No

If yes, then fill out Section F (Sediment Transport) of Form 3. If No, then attach your explanation for why sediment transport was not considered.

C. BRIDGE/CULVERT

Flooding Source: \_\_\_\_\_

Name of Structure: \_\_\_\_\_

1. This revision reflects (check one):

- Bridge/culvert not modeled in the FIS
- Modified bridge/culvert previously modeled in the FIS
- Revised analysis of bridge/culvert previously modeled in the FIS

2. Hydraulic model used to analyze the structure (e.g., HEC-2 with special bridge routine, WSPRO, HY8): \_\_\_\_\_

If different than hydraulic analysis for the flooding source, justify why the hydraulic analysis used for the flooding source could not analyze the structures. Attach justification.

3. Attach plans of the structures certified by a registered professional engineer. The plan detail and information should include the following (check the information that has been provided):

- Dimensions (height, width, span, radius, length)
- Distances Between Cross Sections
- Shape (culverts only)
- Erosion Protection
- Material
- Low Chord Elevations – Upstream and Downstream
- Beveling or Rounding
- Top of Road Elevations – Upstream and Downstream
- Wing Wall Angle
- Structure Invert Elevations – Upstream and Downstream
- Skew Angle
- Stream Invert Elevations – Upstream and Downstream
- Cross-Section Locations

4. Sediment Transport Considerations

Are the hydraulics of the structure affected by sediment transport?  Yes  No

If Yes, then fill out Section F (Sediment Transport) of Form 3. If no, then attach an explanation.

**D. DAM/BASIN**

Flooding Source: \_\_\_\_\_  
 Name of Structure: \_\_\_\_\_

1. This request is for (check one):      Existing dam/basin    New dam/basin    Modification of existing dam/basin
2. The dam/basin was designed by (check one):  Federal agency    State agency    Private organization    Local government agency

Name of the agency or organization: \_\_\_\_\_

3. The Dam was permitted as (check one):    Federal Dam                            State Dam

Provide the permit or identification number (ID) for the dam and the appropriate permitting agency or organization

Permit or ID number \_\_\_\_\_ Permitting Agency or Organization \_\_\_\_\_

- a.    Local Government Dam    Private Dam

Provided related drawings, specification and supporting design information.

4. Does the project involve revised hydrology?    Yes    No

If Yes, complete the Riverine Hydrology & Hydraulics Form (Form 2).

Was the dam/basin designed using critical duration storm? (must account for the maximum volume of runoff)

- Yes, provide supporting documentation with your completed Form 2.  
 No, provide a written explanation and justification for not using the critical duration storm.

5. Does the submittal include debris/sediment yield analysis?    Yes    No

If Yes, then fill out Section F (Sediment Transport). If No, then attach your explanation for why debris/sediment analysis was not considered?

6. Does the Base Flood Elevation behind the dam/basin or downstream of the dam/basin change?    Yes    No

If Yes, complete the Riverine Hydrology & Hydraulics Form (Form 2) and complete the table below.

FREQUENCY (% annual chance)	Stillwater Elevation Behind the Dam/Basin	
	FIS	REVISED
10-year (10%)	_____	_____
50-year (2%)	_____	_____
100-year (1%)	_____	_____
500-year (0.2%)	_____	_____
Normal Pool Elevation	_____	_____

7. Please attach a copy of the formal Operation and Maintenance Plan

**E. LEVEE/FLOODWALL**

1. System Elements

a. This Levee/Floodwall analysis is based on (check one):

- upgrading of an existing levee/floodwall system       a newly constructed levee/floodwall system       reanalysis of an existing levee/floodwall system

b. Levee elements and locations are (check one):

- earthen embankment, dike, berm, etc.      Station \_\_\_\_\_ to \_\_\_\_\_  
 structural floodwall      Station \_\_\_\_\_ to \_\_\_\_\_  
 Other (describe):      Station \_\_\_\_\_ to \_\_\_\_\_

c. Structural Type (check one):     monolithic cast-in place reinforced concrete     reinforced concrete masonry block     sheet piling  
 Other (describe): \_\_\_\_\_

d. Has this levee/floodwall system been certified by a Federal agency to provide protection from the base flood?

Yes     No

If Yes, by which agency? \_\_\_\_\_

e. Attach certified drawings containing the following information (indicate drawing sheet numbers):

- 1. Plan of the levee embankment and floodwall structures. Sheet Numbers: \_\_\_\_\_
- 2. A profile of the levee/floodwall system showing the Base Flood Elevation (BFE), levee and/or wall crest and foundation, and closure locations for the total levee system. Sheet Numbers: \_\_\_\_\_
- 3. A profile of the BFE, closure opening outlet and inlet invert elevations, type and size of opening, and kind of closure. Sheet Numbers: \_\_\_\_\_
- 4. A layout detail for the embankment protection measures. Sheet Numbers: \_\_\_\_\_
- 5. Location, layout, and size and shape of the levee embankment features, foundation treatment, Floodwall structure, closure structures, and pump stations. Sheet Numbers: \_\_\_\_\_

2. Freeboard

a. The minimum freeboard provided above the BFE is:

Riverine

- 3.0 feet or more at the downstream end and throughout  Yes  No
- 3.5 feet or more at the upstream end  Yes  No
- 4.0 feet within 100 feet upstream of all structures and/or constrictions  Yes  No

Coastal

- 1.0 foot above the height of the one percent wave associated with the 1%-annual-chance stillwater surge elevation or maximum wave runup (whichever is greater).  Yes  No
- 2.0 feet above the 1%-annual-chance stillwater surge elevation  Yes  No

Please note, occasionally exceptions are made to the minimum freeboard requirement. If an exception is requested, attach documentation addressing Paragraph 65.10(b)(1)(ii) of the NFIP Regulations.

If No is answered to any of the above, please attach an explanation.

b. Is there an indication from historical records that ice-jamming can affect the BFE?  Yes  No

If Yes, provide ice-jam analysis profile and evidence that the minimum freeboard discussed above still exists.

3. Closures

a. Openings through the levee system (check one):  exists  does not exist

If opening exists, list all closures:

Channel Station	Left or Right Bank	Opening Type	Highest Elevation for Opening Invert	Type of Closure Device

(Extend table on an added sheet as needed and reference)

Note: Geotechnical and geologic data

In addition to the required detailed analysis reports, data obtained during field and laboratory investigations and used in the design analysis for the following system features should be submitted in a tabulated summary form. (Reference U.S. Army Corps of Engineers [USACE] EM-1110-2-1906 Form 2086.)

4. Embankment Protection

- a. The maximum levee slope land side is: \_\_\_\_\_
- b. The maximum levee slope flood side is: \_\_\_\_\_
- c. The range of velocities along the levee during the base flood is: \_\_\_\_\_ (min.) to \_\_\_\_\_ (max.)
- d. Embankment material is protected by (describe what kind): \_\_\_\_\_
- e. Riprap Design Parameters (check one):       Velocity       Tractive stress  
Attach references

Reach	Sideslope	Flow Depth	Velocity	Curve or Straight	Stone Riprap			Depth of Toedown
					D <sub>100</sub>	D <sub>50</sub>	Thickness	
Sta to								
Sta to								
Sta to								
Sta to								
Sta to								
Sta to								

(Extend table on an added sheet as needed and reference each entry)

- f. Is a bedding/filter analysis and design attached?     Yes     No
- g. Describe the analysis used for other kinds of protection used (include copies of the design analysis):

Attach engineering analysis to support construction plans.

5. Embankment And Foundation Stability

- a. Identify locations and describe the basis for selection of critical location for analysis:  
\_\_\_\_\_
  - Overall height: Sta.: \_\_\_\_\_, height \_\_\_\_\_ ft.
  - Limiting foundation soil strength:  
Strength  $\phi$  = \_\_\_\_\_ degrees, c = \_\_\_\_\_ psf  
Slope: SS = \_\_\_\_\_ (h) to \_\_\_\_\_ (v)  
(Repeat as needed on an added sheet for additional locations)
- b. Specify the embankment stability analysis methodology used (e.g., circular arc, sliding block, infinite slope, etc.):  
\_\_\_\_\_
- c. Summary of stability analysis results:

**E. LEVEE/FLOODWALL (CONTINUED)**

5. Embankment And Foundation Stability (continued)

Case	Loading Conditions	Critical Safety Factor	Criteria (Min.)
I	End of construction		1.3
II	Sudden drawdown		1.0
III	Critical flood stage		1.4
IV	Steady seepage at flood stage		1.4
VI	Earthquake (Case I)		1.0

(Reference: USACE EM-1110-2-1913 Table 6-1)

- d. Was a seepage analysis for the embankment performed?  Yes  No  
 If Yes, describe methodology used:
- e. Was a seepage analysis for the foundation performed?  Yes  No
- f. Were uplift pressures at the embankment landside toe checked?  Yes  No
- g. Were seepage exit gradients checked for piping potential?  Yes  No
- h. The duration of the base flood hydrograph against the embankment is \_\_\_\_\_ hours.

Attach engineering analysis to support construction plans.

6. Floodwall And Foundation Stability

- a. Describe analysis submittal based on Code (check one):  UBC (1988)  Other (specify): \_\_\_\_\_
- b. Stability analysis submitted provides for:  Overturning  Sliding If not, explain: \_\_\_\_\_
- c. Loading included in the analyses were:  Lateral earth @  $P_A =$  \_\_\_\_\_ psf;  $P_p =$  \_\_\_\_\_ psf  
 Surcharge-Slope @ \_\_\_\_\_,  surface \_\_\_\_\_ psf  
 Wind @  $P_w =$  \_\_\_\_\_ psf  
 Seepage (Uplift); \_\_\_\_\_  Earthquake @  $P_{eq} =$  \_\_\_\_\_ %g
- 1%-annual-chance significant wave height: \_\_\_\_\_ ft.
- 1%-annual-chance significant wave period: \_\_\_\_\_ sec.
- d. Summary of Stability Analysis Results: Factors of Safety.  
 Itemize for each range in site layout dimension and loading condition limitation for each respective reach.

Loading Condition	Criteria (Min)		Sta	To	Sta	To
	Overturn	Sliding	Overturn	Sliding	Overturn	Sliding
Dead & Wind	1.5	1.5				
Dead & Soil	1.5	1.5				
Dead, Soil, Flood, & Impact	1.5	1.5				
Dead, Soil, & Seismic	1.3	1.3				

(Ref: FEMA 114 Sept 1986; USACE EM 1110-2-2502)  
Note: (Extend table on an added sheet as needed and reference)

**E. LEVEE/FLOODWALL (CONTINUED)**

6. Floodwall And Foundation Stability (continued)

e. Foundation bearing strength for each soil type:

Bearing Pressure	Sustained Load (psf)	Short Term Load (psf)
Computed design maximum		
Maximum allowable		

f. Foundation scour protection  is,  is not provided. If provided, attach explanation and supporting documentation:

Attach engineering analysis to support construction plans.

7. Settlement

a. Has anticipated potential settlement been determined and incorporated into the specified construction elevations to maintain the established freeboard margin?  Yes  No

b. The computed range of settlement is \_\_\_\_\_ ft. to \_\_\_\_\_ ft.

c. Settlement of the levee crest is determined to be primarily from :  Foundation consolidation  Embankment compression  
 Other (Describe): \_\_\_\_\_

d. Differential settlement of floodwalls  has  has not been accommodated in the structural design and construction.

Attach engineering analysis to support construction plans.

8. Interior Drainage

a. Specify size of each interior watershed:

Draining to pressure conduit: \_\_\_\_\_ acres

Draining to ponding area: \_\_\_\_\_ acres

b. Relationships Established

Ponding elevation vs. storage  Yes  No

Ponding elevation vs. gravity flow  Yes  No

Differential head vs. gravity flow  Yes  No

c. The river flow duration curve is enclosed:  Yes  No

d. Specify the discharge capacity of the head pressure conduit: \_\_\_\_\_ cfs

e. Which flooding conditions were analyzed?

- Gravity flow (Interior Watershed)  Yes  No
- Common storm (River Watershed)  Yes  No
- Historical ponding probability  Yes  No
- Coastal wave overtopping  Yes  No

If No for any of the above, attach explanation.

e. Interior drainage has been analyzed based on joint probability of interior and exterior flooding and the capacities of pumping and outlet facilities to provide the established level of flood protection.  Yes  No If No, attach explanation.

g. The rate of seepage through the levee system for the base flood is \_\_\_\_\_ cfs

h. The length of levee system used to drive this seepage rate in item g: \_\_\_\_\_ ft.

**E. LEVEE/FLOODWALL (CONTINUED)**

8. Interior Drainage (continued)

i. Will pumping plants be used for interior drainage?  Yes  No

If Yes, include the number of pumping plants: \_\_\_\_\_ For each pumping plant, list:

	Plant #1	Plant #2
The number of pumps		
The ponding storage capacity		
The maximum pumping rate		
The maximum pumping head		
The pumping starting elevation		
The pumping stopping elevation		
Is the discharge facility protected?		
Is there a flood warning plan?		
How much time is available between warning and flooding?		

Will the operation be automatic?  Yes  No

If the pumps are electric, are there backup power sources?  Yes  No

(Reference: USACE EM-1110-2-3101, 3102, 3103, 3104, and 3105)

Include a copy of supporting documentation of data and analysis. Provide a map showing the flooded area and maximum ponding elevations for all interior watersheds that result in flooding.

9. Other Design Criteria

a. The following items have been addressed as stated:

Liquefaction  is  is not a problem

Hydrocompaction  is  is not a problem

Heave differential movement due to soils of high shrink/swell  is  is not a problem

b. For each of these problems, state the basic facts and corrective action taken:

Attach supporting documentation

c. If the levee/floodwall is new or enlarged, will the structure adversely impact flood levels and/or flow velocities floodside of the structure?  
 Yes  No Attach supporting documentation

d. Sediment Transport Considerations:

Was sediment transport considered?  Yes  No

If Yes, then fill out Section F (Sediment Transport). If No, then attach your explanation for why sediment transport was not considered.

10. Operational Plan And Criteria

a. Are the planned/installed works in full compliance with Part 65.10 of the NFIP Regulations?  Yes  No

b. Does the operation plan incorporate all the provisions for closure devices as required in Paragraph 65.10(c)(1) of the NFIP regulations?  
 Yes  No

c. Does the operation plan incorporate all the provisions for interior drainage as required in Paragraph 65.10(c)(2) of the NFIP regulations?  
 Yes  No If the answer is No to any of the above, please attach supporting documentation.

**E. LEVEE/FLOODWALL (CONTINUED)**

11. Maintenance Plan

Please attach a copy of the formal maintenance plan for the levee/floodwall

12. Operations and Maintenance Plan

Please attach a copy of the formal Operations and Maintenance Plan for the levee/floodwall.

**CERTIFICATION OF THE LEVEE DOCUMENTATION**

This certification is to be signed and sealed by a licensed registered professional engineer authorized by law to certify elevation information data, hydrologic and hydraulic analysis, and any other supporting information as per NFIP regulations paragraph 65.10(e) and as described in the MT-2 Forms Instructions. 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.: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**F. SEDIMENT TRANSPORT**

Flooding Source: \_\_\_\_\_

Name of Structure: \_\_\_\_\_

If there is any indication from historical records that sediment transport (including scour and deposition) can affect the Base Flood Elevation (BFE); and/or based on the stream morphology, vegetative cover, development of the watershed and bank conditions, there is a potential for debris and sediment transport (including scour and deposition) to affect the BFEs, then provide the following information along with the supporting documentation:

Sediment load associated with the base flood discharge: Volume \_\_\_\_\_ acre-feet

Debris load associated with the base flood discharge: Volume \_\_\_\_\_ acre-feet

Sediment transport rate \_\_\_\_\_ (percent concentration by volume)

Method used to estimate sediment transport: \_\_\_\_\_

Most sediment transport formulas are intended for a range of hydraulic conditions and sediment sizes; attach a detailed explanation for using the selected method.

Method used to estimate scour and/or deposition: \_\_\_\_\_

Method used to revise hydraulic or hydrologic analysis (model) to account for sediment transport: \_\_\_\_\_

Please note that bulked flows are used to evaluate the performance of a structure during the base flood; however, FEMA does not map BFEs based on bulked flows.

If a sediment analysis has not been performed, an explanation as to why sediment transport (including scour and deposition) will not affect the BFEs or structures must be provided.

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
COASTAL STRUCTURES FORM

O.M.B No. 1660-0016  
Expires February 28, 2014

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0016). Submission of the form is required to obtain or retain benefits under the National Flood Insurance Program. **Please do not send your completed survey to the above address.**

**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).

Flooding Source: \_\_\_\_\_

**Note:** Fill out one form for each flooding source studied.

**A. BACKGROUND**

1. Name of structure (if applicable): \_\_\_\_\_

2. Structure location: \_\_\_\_\_

3. Type of structure (check one):

- Levee/Floodwall\*       Anchored Bulkhead       Revetment       Gravity Seawall  
 Breakwater       Pile supported seawall       Other: \_\_\_\_\_

\*Note: If the coastal structure is a levee/floodwall, complete Section E of Form 3 (Riverine Structures Form).  
The remainder of this form does not need to be completed.

4. Material structure is composed of (check all that apply):

- Stone       Earthen fill       Concrete       Steel       Sand  
 Other \_\_\_\_\_

5. The structure is (check one):

- New or proposed       Existing       Modification of existing structure  
 Replacement structure of the same size and design as what was previously at the site

Describe in detail the existing structure and/or modifications being made to the structure and the purpose of the modifications:

If existing, please include date of construction: \_\_\_\_\_

6. Copies of certified "as-built" plans  are  are not attached. Attach all design analyses that apply.

If "as-built" plans are not available for submittal, please explain why and attach a sketch with general structure dimensions including: face slope, height, length, depth, and toe elevation referenced to the appropriate datum (e.g. NGVD 1929, NAVD 1988, etc.).

A. BACKGROUND (continued)

7. Has a Federal agency with responsibility for the design of coastal flood protection structures designed or certified that the structures have been adequately designed and constructed to provide protection against the 1%-annual-chance event?
- Yes  No
- If Yes, specify the name of the agency and dates of project completion and certification.
- \_\_\_\_\_
- If Yes, then no other sections of this form need to be completed.
8. An Operation & Maintenance Plan has been provided.(required for all coastal structures)

B. DESIGN CRITERIA

1. Design Parameters
- a. Were physical parameters representing the 1%-annual-chance event or greater used to design the coastal flood protection structure?
- Yes  No
- b. The number of design water levels that were evaluated \_\_\_\_\_ (number) range from the mean low water elevation of \_\_\_\_\_ feet to the 1%-annual-chance stillwater surge elevation of \_\_\_\_\_ feet. The critical water level is \_\_\_\_\_ feet. The datum that these elevations are referenced to is \_\_\_\_\_ e.g.,(NGVD)
- Attach an explanation specifying which water levels and associated wave heights and periods were analyzed.
- c. Were breaking wave forces used to design the structure?
- Yes  No If No, attach an explanation why they were not used for design.
2. Settlement
- a. What is the expected settlement rate at the site of the structure?
- Please attach a settlement analysis.
3. Freeboard
- a. Does the structure have 1 foot of freeboard above the height of the 1%-annual-chance wave-height elevation or maximum wave runup (whichever is greater)?
- Yes  No
- b. Does the structure have freeboard of at least 2 feet above the 1% annual chance stillwater surge elevation?
- Yes  No
4. Toe Protection
- Specify the type of toe protection: \_\_\_\_\_
- If no toe protection is provided, provide analysis of scour potential and attach an evaluation of structural stability performed with potential scour at the toe.
5. Backfill Protection
- Will the structure be overtopped during the 1%-annual-chance event?  Yes  No
- If the structure will be overtopped, attach an explanation of what measures are used to prevent the loss of backfill from rundown over the structure, drainage landward, under or laterally around the ends of the structure, or through seams and drainage openings in the structure.
6. Structural Stability - Minimum Water Level
- a. For coastal revetments, was a geotechnical analysis of potential failure in the landward direction by rotational gravity slip performed for maximum loads associated with minimum seaward water level, no wave action, saturated soil conditions behind the structure, and maximum toe scour?
- Yes  No
- b. For gravity and pile-supported seawalls, were engineering analyses of landward sliding, landward overturning, and of foundation adequacy using maximum pressures developed in the sliding and overturning calculations performed?
- Yes  No
- c. For anchored bulkheads, were engineering analyses performed for shear failure, moment failure, and adequacy of tiebacks and deadmen to resist loading under low-water conditions?
- Yes  No

B. DESIGN CRITERIA (CONTINUED)

7. Structural Stability - Critical Water Level (Note: All structures must be designed to resist the maximum loads associated with the critical water level to be credited as providing protection from the 1% annual chance event.)

- a. For coastal revetments, were geotechnical analyses performed investigating the potential failure in the seaward direction by rotational gravity slip or foundation failure due to inadequate bearing strength?  
 Yes    No
- b. For revetments, were engineering analyses of rock, riprap, or armor blocks' stability under wave action or uplift forces on the rock, riprap, or armor blocks performed?  
 Yes    No
- c. Are the rocks graded?  
 Yes    No
- d. Are soil or geotextile filters being used in the design?  
 Yes    No
- e. For gravity and pile supported seawalls, were engineering analyses of landward sliding, landward overturning, and foundation adequacy performed?  
 Yes    No
- f. For anchored bulkheads, were engineering analyses of shear and moment failure performed using "shock" pressures?  
 Yes    No

For all analyses marked "No" above for the appropriate type of structure, please attach an explanation why the analyses were not performed.

8. Material Adequacy

The design life of the structure given the existing conditions at the structure site is \_\_\_\_\_ years.

9. Ice and Impact Alignment

- a. Will the structure be subjected to ice forces?    Yes    No   If Yes, attach impact analysis and design details for such forces.
- b. Will the structure be subjected to impact forces from boats, ships, or large debris?    Yes    No   If Yes, attach impact analysis.

10. Structure Plan Alignment

The structure is (check one):    Isolated    Part of a continuous structure with redundant return walls at frequent intervals.

Please provide a map showing the location of the structure and any natural land features that shelter the structure from wave actions.

C. ADVERSE IMPACT EVALUATION

If the structure is new, proposed, or modified, will the structure impact flooding and erosion for areas adjacent to the structure?

Yes    No

If Yes, attach an explanation.

D. COMMUNITY AND/OR STATE REVIEW

Has the design, maintenance, and impact of the structure been reviewed and approved by the community, and any Federal, State, or local agencies having jurisdiction over flood control and coastal construction activities in the area the structure impacts?

Yes    No

If Yes, attach a list of agencies who have reviewed and approved the project.

If No, attach an explanation why review and approval by the appropriate community or agency has not been obtained.

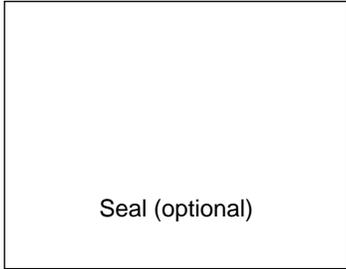
E. CERTIFICATION

As a Professional Engineer, I certify that the above structures will withstand all hydraulic and wave forces associated with the 1% annual chance flood without significant structural degradation. 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.:                      Exp. Date:

Company Name:                      Telephone No.:                      Fax. No.:

Signature: \_\_\_\_\_                      Date:



DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
ALLUVIAL FAN FLOODING FORM

O.M.B. NO. 1660-0016  
Expires February 28, 2014

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Flooding Source: \_\_\_\_\_

**Note:** Fill out one form for each flooding source studied

**A. THREE-STAGE ANALYSIS (Based on DHS-FEMA Guidelines dated February 23, 2000)**

1. Stage 1 Analysis

- a. The landform is composed of (check one)  alluvial  debris flow deposits.
- b. Source of data used to determine composition, morphology, and location of the landform:  
\_\_\_\_\_
- c. Is there an NRCS soils survey and soil survey map available?  Yes  No  
If Yes, please include a copy of the map and any pertinent sections of the soil survey

2. Stage 2 Analysis

- a. The alluvial fan exhibits  active  inactive  a combination of active and inactive alluvial fan flooding.
- b. Approximate age of inactive fan surfaces (thousands of years): \_\_\_\_\_ yrs.
- c. Is there an opportunity for avulsions that could lead channels or sheetfloods across the older fan surfaces?  Yes  No
- d. Is there evidence of headcutting that could lead to stream piracy?  Yes  No
- e. Is there geomorphic evidence of past avulsions during the Holocene epoch?  Yes  No
- f. The fan exhibits the following types of flooding (check one):
- Flooding along stable channels
  - Sheetflow
  - Debris flow
  - Unstable flow path flooding

3. Stage 3 Analysis

The boundaries of the 1%-annual-chance floodplain have been determined using (check one):

- Risk-Based Analysis
- FEMA FAN program (if discharge at the apex is different than that given in the effective FIS, then attach MT-2, Form 2 along with a plot of the flood frequency curve on log-normal probability paper and include the drainage area above the hydrographic apex, and the mean, standard deviation, and skew coefficient of the curve)
- Sheetflow Methods
- Hydraulic Analytical Methods
- Geomorphic Data, Post-Flood Hazard Verification, and Historical Information
- Composite Methods

### B. STRUCTURAL FLOOD CONTROL MEASURES

1. The following structural flood control measures are proposed or built (check one):  
 Channelization    Levee/Floodwall    Dam    Sedimentation Basin
2. Do the constructed or proposed structural measures affect flood hazards (including velocity, scour, and sediment deposition) on other areas of the fan?    Yes    No
3. Attach completed Form 3 (Riverine Structures Form).
4. Sediment Transport Considerations:  
Was sediment transport considered?    Yes    No  
  
If Yes, then fill out Form 3, Section F (Sediment Transport). If No, then attach your explanation for why sediment transport was not considered.
5. Please attach a copy of the formal Operations and Maintenance Plan.

### C. MAPPING REQUIREMENTS

Attach a certified topographic work map showing the following:

- The boundaries of the alluvial fan including: toe, topographic and hydrologic apexes, and lateral boundaries
- The delineation of the active and inactive portions of the fan as determined by the Stage 2 analysis
- The revised 1%-annual-chance floodplain boundaries, as determined by the Stage 3 Analysis, that tie into the effective floodplain boundaries
- The correct alignment of all structural features
- The map scale

FEDERAL EMERGENCY MANAGEMENT AGENCY  
PAYMENT INFORMATION FORM

Community Name: \_\_\_\_\_

Project Identifier: \_\_\_\_\_

**THIS FORM MUST BE MAILED, ALONG WITH THE APPROPRIATE FEE, TO THE ADDRESS BELOW OR FAXED TO THE FAX NUMBER BELOW.**

**Please make check or money order payable to the National Flood Insurance Program.**

Type of Request:

- MT-1 application }  
 MT-2 application }

**LOMC Clearinghouse**  
847 South Pickett Street  
Alexandria, VA 22304-4605  
Attn.: LOMC Manager

- EDR application }

**FEMA Project Library**  
847 South Pickett Street  
Alexandria, VA 22304-4605  
FAX (703) 212-4090

Request No. (if known): \_\_\_\_\_ Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_

INITIAL FEE\*  FINAL FEE  FEE BALANCE\*\*  MASTER CARD  VISA  CHECK  MONEY ORDER

\*Note: Check only for EDR and/or Alluvial Fan requests (as appropriate).

\*\*Note: Check only if submitting a corrected fee for an ongoing request.

**COMPLETE THIS SECTION ONLY IF PAYING BY CREDIT CARD**

CARD NUMBER

EXP. DATE

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>		
1	2	3	4		5	6	7	8		9	10	11	12		13	14	15	16		Month	Year

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

NAME (AS IT APPEARS ON CARD): \_\_\_\_\_  
(please print or type)

ADDRESS: \_\_\_\_\_  
(for your credit card receipt—please print or type)

DAYTIME PHONE: \_\_\_\_\_