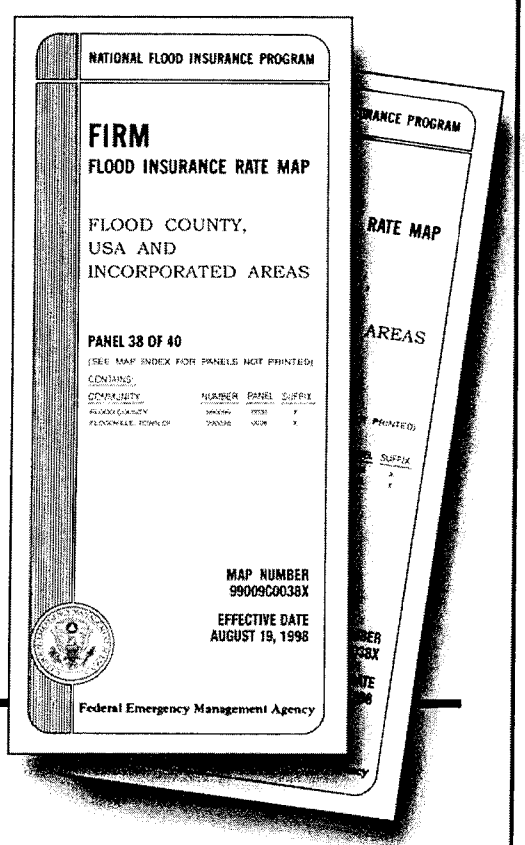
MT-EZ

FEDERAL INSURANCE AND MITIGATION ADMINISTRATION
HAZARD MAPPING DIVISION

AMENDMENTS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS

APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURE



MT-EZ

FEMA FORM 81-92 SERIES

MAY 02

Federal Emergency Management Agency

APPLICATION FORM FOR SINGLE LOT OR STRUCTURE AMENDMENTS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS

General Background Information

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 the adoption of local floodplain management regulations and to provide protection for property owners against potential losses through an insurance mechanism that allows a premium to be paid for the protection of those who need it most. The creation of the NFIP represented a major shift in Federal strategy from previous structural flood-control and disaster relief programs.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt floodplain management ordinances that meet certain minimum requirements intended to reduce future flood losses. The community official or agency responsible for floodplain management in a community may be able to provide information that would be useful to a requester. This official or agency usually is responsible for engineering, public works, flood control, or planning in the community as well.

Use of Application Forms

The Federal Emergency Management Agency (FEMA) implemented the use of application forms for requesting revisions or amendments to NFIP maps for two reasons. First, the forms provide requesters with a comprehensive, step-by-step process to follow. This process provides the requester with assurance that all necessary information to support their request is being submitted to FEMA at one time, thus avoiding the need to go through an iterative process of providing additional information in a piecemeal fashion, which can result in a time-consuming and cost-intensive process. Second, use of the forms assures that the requesters' submissions are complete and more logically structured, and generally allows FEMA to complete its review in a shorter timeframe.

This form should be used to request that the Federal Emergency Management Agency (FEMA) remove a single structure or a legally recorded parcel of land or portions thereof, described by metes and bounds certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1-percent-annual-chance of being equaled or exceeded in any given year (base flood), via Letter of Map Amendment (LOMA). A LOMA is a letter from FEMA stating that an **existing** structure or parcel of land that has not been elevated by fill (i.e. the existing structure or parcel of land is on natural grade) would not be inundated by the base flood. Fill is defined as material placed to raise the ground to or above the Base Flood Elevation (BFE). The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural ground) elevation, which is at or above the BFE. **Fill placed before the date of the first NFIP map showing the area in an SFHA is considered natural ground.**

The MT-EZ form shall not be used for requests submitted by developers, for requests involving multiple structures or lots, for property in alluvial fan areas or coastal high hazard areas (V zones), or requests involving the placement of fill—for such requests, use the MT-1 and MT-2 forms, as appropriate.

For additional assistance in completing this form, you may consult the LOMA Tutorial, available on FEMA's Internet site at: http://www.fema.gov/mit/tsd/ot_main.htm. This tutorial provides guidance to LOMA requesters, as well as an online tool to complete the MT-EZ form.

Data Submission Requirements

In accordance with the NFIP regulations, FEMA will use the information provided in these application forms determine whether property (parcels of land or a structures) should be removed from a designated SFHA. In certain instances, additional data not referenced on these forms may be required. A FEMA representative will notify the requester of any additional data requirements.

Applicable Regulations

The regulations pertaining to LOMAs are presented in Title 44, Chapter I, Code of Federal Regulations (CFR), Parts 70 and 72, which are available at http://www.access.gpo.gov/nara/cfr/waisidx_00/44cfrv1_00.html. The purpose of Part 70 is to provide an administrative procedure whereby FEMA will review information submitted by an owner or lessee of property who believes that their property has been inadvertently included in a designated SFHA. Part 70 provides information about the technical difficulty of accurately delineating the SFHA boundaries on the NFIP map for a community. Part 70 procedures shall not apply if the topography has been altered since the effective date of the first NFIP map [i.e., a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map (FHBM)] showing the property to be within the SFHA.

Basis of Determination

If no fill has been placed, FEMA's determination as to whether a structure or legally recorded parcel of land, or portions thereof, described by metes and bounds, may be removed from the SFHA will be based upon a comparison of the BFE with certain elevation information. For cases involving Zone A, with no BFEs determined, refer to Managing Floodplain Development in Approximate Zone A Areas, A Guide for Obtaining and Developing Base (100-Year) Flood Elevations, available at http://www.fema.gov/mit/tsd/dl_zonea.htm; 1995 publication. The elevation information required is dependent on whether a structure or a legally recorded parcel of land is to be removed from the SFHA.

The following special considerations may affect FEMA's determination:

- In areas of sheetflow flooding (AO Zones), the elevation of the lowest adjacent grade (including deck posts) and the elevation of the lowest floor (including basement/crawl space) of the structure(s) must be elevated above the elevation of the highest surrounding ground by at least the amount of the depth specified on the FIRM. In addition, adequate drainage paths must be maintained to guide floodwaters around and away from the structure(s).

- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE and any portion of the structure (i.e., posts, pilings, or piers) is still below the BFE, the building will not be removed from the SFHA.

Response Timeframe

In accordance with the procedures of Title 44, Chapter I, CFR, Part 72, available at http://www.access.gpo.gov/nara/cfr/waisidx_00/44cfrv1_00.html, FEMA will notify the requester of the determination in writing within 60 days of the date of receipt of all required data. Information about the status of active Letter of Map Change (LOMC) requests is available from FEMA's Status of Map Change Requests database at http://www.fema.gov/mit/tsd/st_main.htm.

Effect on Insurance Purchase Requirements

Although FEMA may issue a LOMA removing a structure from the SFHA, it is the lending institution's prerogative to require flood insurance, as a condition of a loan, if it deems such action appropriate. However, if the lending institution agrees to waive the flood insurance purchase requirement for a structure, the property owner is eligible for a full refund of the premium paid for the current policy year, provided that no claim is pending or has been paid on the policy in question during the same policy year. If the property owner has been required to renew his or her policy during a period when a revised NFIP map was being printed, the premium will be refunded for an additional year. To initiate processing of the refund, the property owner should provide the LOMA and evidence of the waiver of the flood insurance requirement from the lending institution to the insurance agent or broker who sold the policy.

General Instructions – Section A

Section A may be completed by the property owner, licensed land surveyor, or registered professional engineer to support a request for a LOMA for a single lot or structure.

Before completing Section A, the requester must obtain one of the following documents from the County/Parish Clerk, Recorder, or Register of Deeds for the community:

- A copy of the Plat Map for the property, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) and containing the recorder's seal and recordation date.

- A copy of the Deed for the property, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) containing the recorder's seal and recordation date, accompanied by a tax assessor's or other suitable map showing the surveyed location of the property.

The requester also must obtain a photocopy of the effective FIRM panel (including the Title Block) that shows the area in which the property is located. The FIRM should be available at the community map repository or from the community official or agency responsible for floodplain management. However, the FIRM Index and FIRM panels may be ordered from the Map Service Center (MSC), for a nominal fee. To place orders from the MSC, go to their Internet site: http://msc.fema.gov/stores/MSC.

This site allows requesters to search the MSC for maps and other technical data historically available from the MSC online. Requesters can search by the three following criteria: Catalog, Map Search, and Quick Order. Catalog allows requesters to search through the FEMA Flood Map Store for available data. Map Search allows requesters to search for data available for an individually specified map area. Quick Order allows requesters to search and order available data by specific FIRM panel and Community number. Payment must be in the form of a credit card. Only Visa and MasterCard are accepted.

Requesters without Internet access should contact the MSC by calling 1-800-358-9616. They may fax their requests to the MSC at 1-800-358-9620.

Specific Instructions

Number 1 - Fill Placement

Regardless of the type of LOMC being requested, the requester must clearly state, to the best of his or her knowledge, whether fill has been placed on the property. The requester must answer "yes" or "no" to this question. (See "Use of Application Forms" for additional information about fill.) If fill has been placed on the property, the requester must submit a request for a Letter of Map Revision Based on Fill (LOMR-F) using the MT-1 application forms. To obtain a copy of the MT-1 application package, visit FEMA's Internet site at http://www.fema.gov/mit/tsd/dl_mt-1.htm or call the FEMA Map Assistance Center toll free at 1-877-FEMA MAP (1-877-336-2627).

Number 2 - Legal Description

Describe the property by referring to the recorded deed or plat map. The description may consist of a lot number and subdivision name, a parcel number, a tract number, or any other information provided in the deed or plat to identify the property. It is not necessary to reproduce a lengthy description of the property as it appears in the Deed. In addition, enter the street address for the property, if one is available, if different from the mailing address.

Number 3 - Structure or Property

FEMA makes determinations on parcels of land or structures. Of these subjects, the requester should select the one for which they would like FEMA to make a determination. If the request is for a structure on a property, the date of construction must be provided in this section. Date of construction information may usually be obtained from real estate settlement documents, the property developer, or the local government office where real estate and/or land development transactions are recorded.

Signature

The requester must provide his or her name, mailing address, and telephone number. The requester must also sign and date, where indicated, to certify the accuracy of the information provided in Section A of the form. A Licensed Land Surveyor or Registered Professional Engineer may sign this form for the requester if they are submitting on their behalf.

General Instructions – Section B

Section B must be completed by a licensed land surveyor or registered professional engineer. If an Elevation Certificate has already been completed for this property, it may be submitted in addition to this form.

Before completing Section B, the surveyor or engineer must obtain the effective Flood Insurance Rate Map (FIRM) panel, effective Flood Boundary and Floodway Map (FBFM) panel (if printed), and Flood Insurance Study (FIS) report that cover the area in which the property is located. These can be obtained from the community map repository or ordered from the Map Service Center (MSC), for a nominal fee. To place orders from the MSC, go to their Internet site: http://msc.fema.gov/stores/MSC.

The FEMA Flood Map Store allows users, including homeowners, surveyors, and engineers, to search the MSC for maps and other technical data historically available from the MSC, online. Searches can be conducted under the three following criteria: Catalog, Map Search, and Quick Order. Catalog allows surveyors and engineers to search through the Flood Map Store for available data. Map Search allows surveyors and engineers to search for data available for an individually specified map area. Quick Order allows surveyors and engineers to search available data by a specific FIRM panel or Community number. All search criteria will allow surveyors and engineers to search desired data and add that data to a "shopping cart" for later payment options. Payment must be in the form of a credit card. Only Visa and MasterCard are accepted.

Surveyors and engineers who do not have Internet access should contact the MSC by calling 1-800-358-9616. They may fax their requests to the MSC at 1-800-358-9620.

Specific Instructions

Items to be Removed From the SFHA

The surveyor or engineer must identify what is to be removed from the SFHA. Provide the required elevation information as described on the form.

Number 1 - Type of Construction

If the request involves or will involve a structure, provide the type of construction.

Crawl Space – The area below the first floor is enclosed by solid or partial perimeter walls.

Slab on Grade – The bottom floor is at or above grade level on at least one side.

Basement/Enclosure – The bottom floor is below grade level on all sides. Note: Buildings constructed above crawl spaces that are below grade on all sides should also use this type of construction.

Other – All other structure types not listed above including, but not limited to; split levels, structures on piers, mobile homes, etc.

Number 2 - Building Information

Provide the street address for the property, if one is available, and a brief description of the property by referring to the recorded deed or plat map. The description may consist of a lot number and subdivision name, a parcel number, a tract number, or any other information provided in the deed or plat to identify the property. It is not necessary to reproduce a lengthy description of the property as it appears in the Deed.

Number 3 - Flood Insurance Rate Map Information*

In the first box, provide the NFIP community number as it appears in the Title Block of the FIRM panel that shows the area where the property is located. In the second box, provide the map and panel number. For additional information on reading FIRM panels you may consult the tutorial "How to Read a FIRM" on FEMA's Internet site: http://www.fema.gov/mit/tsd/ot_firmr.htm.

*Please note that, in some communities, the only NFIP maps available may be Flood Hazard Boundary Maps (FHBMs), instead of FIRMs.

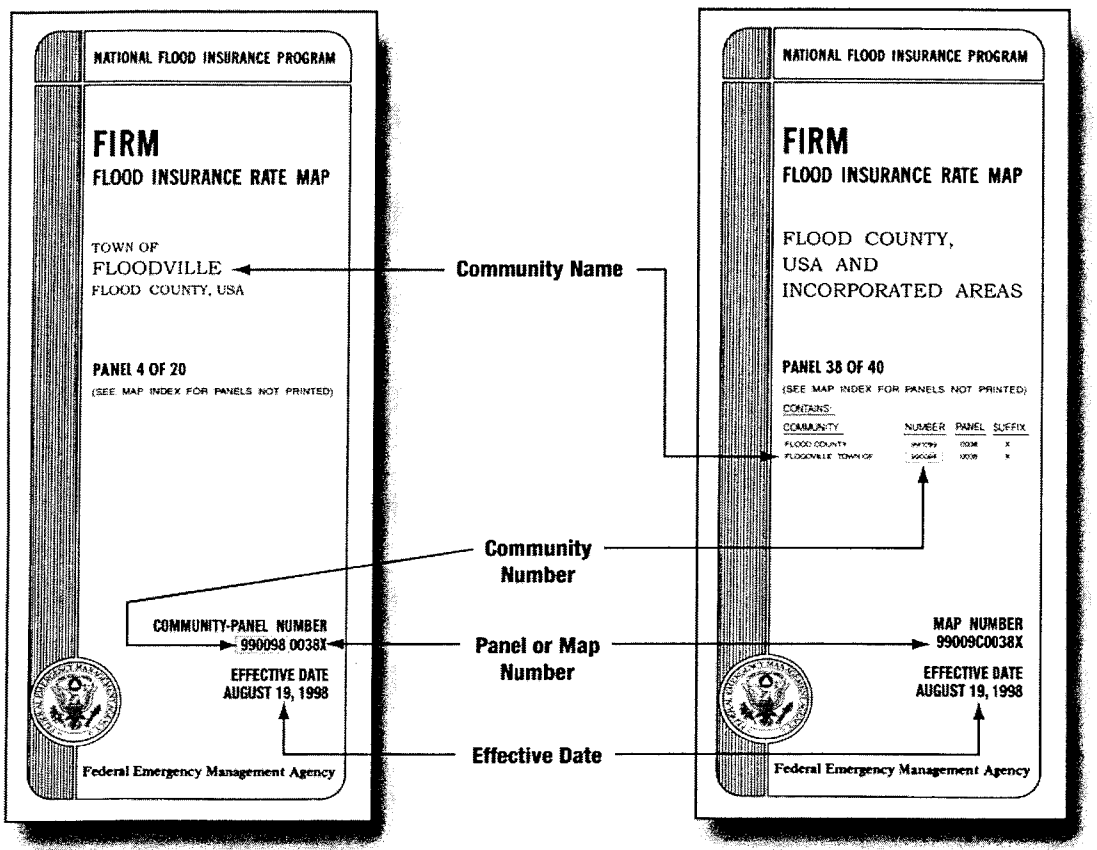


Figure 1. Sample FIRM Panel (Single Community)

Figure 2. Sample FIRM Panel (Countywide)

In the third box, provide the BFE. These may be obtained by locating the property on the effective FIRM for the community in which the property is located. Upon locating the property on the FIRM, the engineer or surveyor should determine the type of flooding and the flood zone where the property is located. The summary below provides direction as to how to determine the BFE as a result of the flooding type and flood zone determination.

Riverine Flooding Systems (Zones AE or A1-A30) – Consult the FIS report for the community in which the property is located. Next, locate the flood profile for the flooding source by name. Estimate the property's location along the flood profile and extrapolate the BFE using the 100-yr. flood profile line.

Lacustrine (Stillwater) Flooding Systems – Consult the FIS report for the community in which the property is located. Next, locate the Summary of Stillwater Elevations table. Locate the flooding source, by name, and use the BFE listed in the table. The flooding source's BFE is normally shown to the nearest one-tenth of a foot. If the flooding source is not listed in the Summary of Stillwater Elevations table, use the BFE as shown on the FIRM.

Coastal Flooding Systems (Zone AE or A1-A30) – First, obtain the BFE from the FIRM panel. Next, consult the FIS report for the community in which the property is located. Locate the Summary of Stillwater Elevations table in the FIS report. Identify the flooding source, by name, and use the BFE listed in the table. Compare the BFE listed in this table to the BFE obtained from the FIRM. If the stillwater elevation listed in this table is less than or equal to the whole-foot BFE shown on the map minus 0.5 foot, a wave height, wave runup, and/or wave setup component

exists. In this case, the whole-foot BFE shown on the map should be used for rating, construction, and floodplain management purposes. If the stillwater elevation listed in the "Summary of Stillwater Elevations" table is greater than the whole-foot BFE shown on the map minus 0.4 foot, the stillwater elevation shown in the table shall be used as the BFE.

Coastal Flooding Systems (Zone VE or V1-V30) – First, obtain the BFE from the FIRM panel. Next, consult the FIS report for the community in which the property is located. Locate the Summary of Stillwater Elevations table in the FIS report. Identify the flooding source, by name, and use the BFE listed in the table. Compare the BFE listed in this table to the BFE obtained from the FIRM. If the stillwater elevation listed in this table is less than or equal to the whole-foot BFE shown on the map minus 0.5 foot, a wave height, wave runup, and/or wave setup component exists. In this case, the whole-foot BFE shown on the map should be used for rating, construction, and floodplain management purposes. If the stillwater elevation listed in the "Summary of Stillwater Elevations" table is greater than the whole-foot BFE shown on the map minus 0.4 foot, the stillwater elevation shown in the table shall be used as the BFE. Note that any property/structure located seaward of the landward toe of the primary frontal dune may not be removed from a Zone VE or V1-V30.

Zone A Flooding – If the property is located in a Zone A, an area of approximate flooding with no BFEs determined, a BFE will need to be determined by the engineer of surveyor. First, the engineer or surveyor should determine if a Federal, State, or local government agency has developed a BFE. Such agencies include the U.S. Army Corps of Engineers, the U.S. Geological Survey, the State's Department of Natural Resources, Department of Environmental Quality, or Department of Transportation; or the local Planning and Zoning Department. If a BFE has not previously been developed, the engineer or surveyor should consult FEMA's Managing Floodplain Development in Approximate Zone A Areas, A Guide for Obtaining and Developing Base (100-Year) Flood Elevations, available at http://www.fema.gov/mit/tsd/dl_zonea.htm; 1995 publication. This publication is an excellent resource, which details the appropriate methods for determining BFEs in SFHAs designated flood zone A. To obtain a copy of this publication, or to obtain additional information about developing BFEs, contact the FEMA Map Assistance Center (FMAC) toll free at 1-877-FEMA MAP (1-877-336-2627). If the property is greater than 50 lots or 5 acres, whichever is the lesser, the engineer or surveyor must determine a BFE as a provision of Part 60.3(b)(3), which is available online at http://www.access.gpo.gov/nara/cfr/waisidx_00/44cfrv1_00.html.

Shallow/Sheet Flooding (flood zones AH and AO) – If the property is located in flood zone AH, an area of shallow flooding, the engineer or surveyor should use the flood elevation listed on the FIRM. If the property is located in flood zone AO, an area of sheet flooding, the engineer or surveyor should use the average depth elevation listed on the FIRM and add that depth to the lowest grade on the property.

Number 4

Lowest Adjacent Grade (LAG) to the Structure – For requests involving a structure, provide the lowest adjacent grade elevation, to the nearest tenth (0.1) of a foot or meter. If FIRM shows BFEs in meters, the accuracy of the lowest adjacent grade elevation must be to the nearest tenth of a meter.

Lowest Lot Elevation – For requests involving property, not a structure, provide the lowest lot elevation to the nearest tenth (0.1) of a foot or meter. If FIRM shows BFEs in meters, the accuracy of the lowest lot elevation must be to the nearest tenth of a meter.

Elevation Datum – Provide the elevation datum (e.g., NGVD 29, NAVD 88, or other specified) for which the property elevations are referenced. If the datum being referenced is different then the datum used to produce the effective FIRM, provide the datum conversion.

Subsidence or uplift – Land subsidence is the lowering of the ground as a result of water, oil, gas extraction, as well as other phenomena such as soil compaction, decomposition of organic material, and tectonic movement. Periodically, the National Geodetic Survey relevels some benchmarks to determine new elevations above NGVD 29; however, not all benchmarks are releveled each time.

Check "yes" if the area of the property is in an area of subsidence or uplift, and provide the date of the current releveling; check "no" if the area of the property is not in an area of subsidence or uplift. In areas experiencing ground subsidence (e.g., Harris County, Texas, and Incorporated Areas); the most recently adjusted Elevation Reference Mark (ERM) must be used for accurate ground and structure elevations. Please consult the effective FIS report for the community where the property is located or the local floodplain administrator for the most current ERM data.

In general, the effects of subsidence can be accounted for by determining ground and structure elevations using benchmark elevations with the same releveling date as the benchmarks used to develop the BFEs on the FIRM. Please be aware that benchmark releveling dates may be different for different flooding sources. No adjustment is necessary to the BFEs on the FIRM.

Certification (by a licensed land surveyor, registered professional engineer, or architect*)

The certifier must provide his or her name, license number and expiration date, his or her company name, telephone number and, if applicable, his or her fax number. The certifier's seal, if available, may be provided here. The certifier must sign and date the Elevation Form, where indicated, to certify the accuracy of the information provided.

*Not all states authorize architects to certify elevation information.

Submitting the Package to FEMA

In addition to the completed MT-EZ form, all requests must include a copy of the subdivision plat map (with recordation data and stamp of the Recorder's Office) or a copy of the property deed (with recordation data and stamp of the Recorder's Office), accompanied by a tax assessor's map or other suitable map showing the surveyed location of the property with respect to local streets and watercourses; a copy of the effective FIRM panel and/or FBFM, if applicable; and a map scale and North arrow for all maps submitted.

The location of the property dictates the location of the FEMA office where the request will be processed. Please consult page 3 of the MT-EZ form for the appropriate mailing address. If you have any additional questions about the LOMA request process, you may consult FEMA's Internet site at http://www.fema.gov/mit/tsd/ or contact the FEMA Map Assistance Center at 1-877-FEMA MAP (1-877-336-2627). Information on the status of a particular case, consult FEMA's Status of Map Change Requests database at http://www.fema.gov/mit/tsd/st_main.htm.

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

O.M.B. NO. 3067-0257
Expires May 31, 2005

PAPERWORK REDUCTION ACT

Public reporting burden for this form is estimated to average 2.4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the 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 is displayed 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, Federal Emergency Management Agency, 500 C Street, S.W., Washington DC 20472, Paperwork Reduction Project (3067-0257). Submission of this form is required to obtain or retain benefits under the National Flood Insurance Program.

This form should be used to request that the Federal Emergency Management Agency (FEMA) remove a single structure or legally recorded parcel of land or portions thereof, described by metes and bounds, certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1%-chance of being equaled or exceeded in any given year (base flood), via Letter of Map Amendment (LOMA). It shall not be used for requests submitted by developers, for requests involving multiple structures or lots, for property in alluvial fan areas or coastal high hazard areas (V zones), or requests involving the placement of fill. (NOTE: Use MT-1 forms for such requests). Fill is defined as material placed to raise the grade to or above the Base Flood Elevation (BFE). The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural grade) elevation, which is at or above the BFE. Also, fill that is placed before the date of the first National Flood Insurance Program (NFIP) map showing the area in an SFHA is considered natural grade.

LOMA:	A letter from FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the base flood.

A – This section may be completed by the property owner or by the property owner's agent.

1. Has fill been placed on your property?

☐ No ☐ Yes – If Yes, STOP!! – You must complete the MT-1 application forms; visit http://www.fema.gov/mit/tsd/dl_mt-1.htm or call the FEMA Map Assistance Center toll free: (877-FEMA MAP) (877-336-2627)

2. Legal description of Property (Lot, Block, Subdivision) and street address of the Property (if different from mailing address):

3. Are you requesting that the flood zone designation be removed from (check one):

☐ Your entire legally recorded property?

☐ A portion of your legally recorded property? (a metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor are required)

☐ A structure on your property? What is the date of construction?

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

Applicant's Name:	Company:
Mailing Address:	Daytime Telephone No.:
E-mail address:	Fax No.:
Signature of Applicant (required)	Date

End of Section A

B – This section must be completed by a registered professional engineer or licensed land surveyor.

NOTE: If an NFIP Elevation Certificate has already been completed for this property, it may be submitted in addition to this form.

Applicable Regulations

The regulations pertaining to LOMAs are presented in the National Flood Insurance Program (NFIP) regulations under Title 44, Chapter I, Parts 70 and 72, Code of Federal Regulations. The purpose of Part 70 is to provide an administrative procedure whereby FEMA will review information submitted by an owner or lessee of property who believes that his or her property has been inadvertently included in a designated SFHA. The necessity of Part 70 is due in part to the technical difficulty of accurately delineating the SFHA boundary on an NFIP map. Part 70 procedures shall not apply if the topography has been altered since the effective date of the first NFIP map [e.g., a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map (FHBM)] showing the property to be within the SFHA.

Basis of Determination

FEMA's determination as to whether a structure or legally recorded parcel of land, or portions thereof, described by metes and bounds, may be removed from the SFHA will be based upon a comparison of the Base (1%-annual-chance) Flood Elevation (BFE) with certain elevation information. For Zone A, with no BFE determined, refer to *Managing Floodplain Development in Approximate Zone A Areas, A Guide for Obtaining and Developing Base (100-Year) Flood Elevations*. The elevation information required is dependent on whether a structure, or a legally recorded parcel of land, is to be removed from the SFHA.

Item to be Removed from the SFHA: (check one)	**Elevation Information Required: (complete Item 4)**
☐ Structure located on natural grade (LOMA)	Lowest Adjacent Grade to the structure (the elevation of the lowest ground touching the structure including attached decks or garage)
☐ Undeveloped legally recorded parcel of land (LOMA)	Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA (skip to Item 2)

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

   ☐ other (explain)

2. BUILDING INFORMATION

Building Street Address (including Apt. Unit, Suite, and/or Bldg. No.):

Property Description (Lot and Block Number, Tax Parcel Number, Legal Description, etc.):

3. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

NFIP Community Number:	Map & Panel Number:	Base Flood Elevation:

4. ELEVATION INFORMATION (SURVEY REQUIRED)

- Lowest Adjacent Grade (LAG) to the structure . ft. (m)
- Elevation of the lowest grade on the property; or, metes and bounds area . ft. (m)
- Indicate the datum (and datum conversion if different from NGVD 29 or NAVD 88)
- Has FEMA identified this area as subject to land subsidence or uplift? ☐ Yes ☐ No
- If Yes, what is the date of the current releveling?

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Certifier's Name:	License No.:	Expiration Date:	Seal (optional)
Company Name:	Telephone No.:	Fax No.:	
Signature:		Date:	
(See attached address listing for LOMAs)			

In addition to this form (MT-EZ), **ALL** requests must include the following:

- Copy of the Subdivision Plat Map (with recordation data and stamp of the Recorder's Office)

  OR

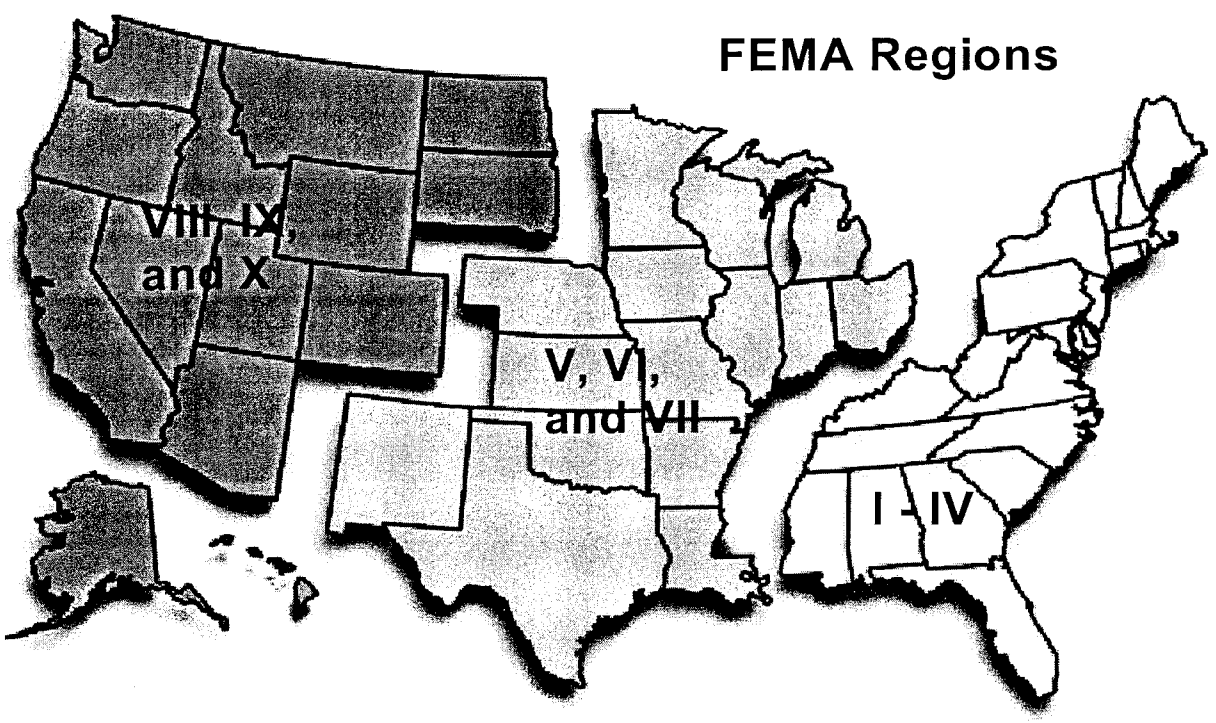
  Copy of the Property Deed (with recordation data and stamp of the Recorder's Office), accompanied by a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses

- Copy of the effective FIRM panel and/or Flood Boundary and Floodway Map (FBFM) (if applicable) on which the property location has been accurately plotted

- Please include a map scale on all maps submitted

If your request concerns property in...

FEMA Regions VIII, IX, and X	FEMA Regions V, VI, and VII	FEMA Regions I - IV
Include: Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, North Dakota, Oregon, South Dakota, U.S. Trust Territory of the Pacific Islands, Utah, Washington, and Wyoming	Include: Arkansas, Illinois, Indiana, Iowa, Kansas, Louisiana, Michigan, Minnesota, Missouri, Nebraska, New Mexico, Ohio, Oklahoma, Texas, and Wisconsin	Include: Alabama, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, U.S. Virgin Islands, Vermont, Virginia, and West Virginia

Mail your request to...

FEMA LOMA Depot 3601 Eisenhower Avenue, Suite 600 Alexandria, VA 22304-6425 Attn.: LOMA Manager	FEMA LOMA Depot 12101 Indian Creek Court Beltsville, MD 20705	FEMA LOMA Depot P.O. Box 2210 Merrifield, VA 22116-2210 Attn.: LOMA Manager