

WELCOME TO CERTIFIED FLOODPLAIN SURVEYOR PROGRAM!

Congratulations on receiving your Certified Floodplain Surveyor (CFS) certification. Now that you are a CFS, you may have some questions regarding how to begin to process Letters of Map Amendment (LOMAs) and Letters of Map Revision Based on Fill (LOMR-Fs). This fact sheet serves as an update and review of a few of the guidelines and procedures for submitting LOMAs and LOMR-Fs to FEMA for review and issuance.

As a reminder, please remember that a CFS may process cases that meet the following standards:

- Existing single or multiple *structure(s), property(ies), and metes & bounds* constructed on fill or natural ground;
- Existing *structure(s), property(ies), and metes & bounds* in riverine, lacustrine, and stillwater coastal flooding areas (i.e. Zone AE or A numbered Zones only, V or VE Zones not included);
- Existing *structure(s), property(ies), and metes & bounds* in Zone A flooding areas only if a BFE is available from State or Federal governmental agency or other accepted source (Tennessee Valley Authority);
- If the existing *structure(s), property(ties), and metes & bounds* are not located in flood prone zone/Special Flood hazard Area, they are Out as Shown (OAS).
- Cases where the subject (i.e. existing *structure(s), property(ies), and metes & bounds*) are one-quarter inch or more from the outside edge of the FEMA-designated floodway at the original scale of the Flood Insurance Rate Map/Flood Boundary and Floodway Map (NOTE: this rule supersedes all other rules; this is a new rule and was not presented to you in your training course).

All submittals received by FEMA that do not meet these criteria will be processed using standard procedures and may take up to 60 days after all required data is received to complete processing. Additional guidelines regarding what you may process are available in your training manual.

Please remember that each case file must be complete. A complete case file includes all applicable data used in making the determination including profiles, Floodway Data tables, a certified plot of the subject of determination on the FIRM, BFEs from acceptable sources, etc. The case file must include all applicable FEMA forms, including the property information form, elevation certificate or elevation information form, and community acknowledgement of fill forms (in case where fill was placed). Please be advised that these forms are periodically updated. FEMA will attempt to notify you in the event the forms are updated, however you may wish to refer to the FEMA website periodically for the most up-to-date information regarding FEMA forms and other FEMA activities. For metes and bounds requests, a certified map and accompanied certified matching description must be received. All cases must also be accompanied by the three page case file summary (enclosed). If you have any questions regarding the data required for LOMA and LOMR-F processing, please refer to your course manual.

All data should be sent to the FEMA LOMA Depot at the address shown below. It is imperative that the submittal be marked "**Attention: CFS Coordinator.**" Failure to properly mark the submittal could result in a delay in processing or the case being fast tracked. Additionally, all submittals must be complete upon submittal by you and must contain your signature and contact information on the property information form.

LOMA Depot
P.O. Box 2210
Merrifield, VA 22116-2210
Attn: CFS Coordinator

Once the case file is received and logged into the fast track program, a letter will be available for fax, overnight or standard mailing within five business days. During those five days you may be contacted via e-mail regarding your submittal. It is important that you provide FEMA with a valid and current e-mail address and facsimile number. If you wish to have the letter sent via overnight delivery, you must supply FEMA with recipient's overnight vendor account number. If you would like the letter faxed or sent by overnight delivery, you must note this in your original submittal. Failure to note this may cause a delay in the fax or delivery. Determinations will not be given over the telephone or via e-mail. If the submittal received is incomplete, you will receive a letter stating the submittal has been removed from the fast track program and that additional data is required. Requests that are incomplete and removed from the fast-track program will be subject to the standard 60 day processing timeframe.

If you need any additional information or forms, please contact the FEMA Map Assistance Center at 1-877-336-2627