

FEMA: Flood Hazard Mapping -- LOMA Online Tutorial - Windows Internet Explorer

http://www.fema.gov/media/fhm/lot_oma.html

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Applying for a Letter of Map Amendment (LOMA)



Welcome to the LOMA Tutorial!

Here are some tips for using the navigation elements and special features of this tutorial.

If you are already familiar with the tutorial content, and would like to go directly to the data verification screens to complete and print a copy of the MT-EZ form, [click here](#).

Note: This tutorial shows an earlier version of the MT-EZ Form, which is still accepted.

 **Notepad**
When the notepad is visible, click on it to read important notes.



Navigation Arrows
Located at the bottom center of the screen. Use these to move forward and backward through the tutorial screens.

[Glossary](#)

Glossary Button
Click on the glossary button to see a list of glossary terms and definitions for the tutorial.

[Close](#)

Close Button
Click on the close button to return to the tutorial from special info screens.

[Blue Text](#)

Blue Text
Red text indicates a link to a web site, more information, or a glossary definition.

 **Warning**
Click on the warning button for important information pertaining to the screen you're viewing.

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Applying for a Letter of Map Amendment (LOMA)

 **Has your property been elevated by the placement of fill?**

If the answer is "Yes", STOP!

You will need to complete the MT-1 application package and request a **Letter of Map Revision Based on Fill (LOMR-F)**. The **LOMR-F Tutorial** was designed to assist you with the LOMR-F request process.

 Click on the notepad to read important notes



This interactive tutorial is designed to guide you through the **Letter of Map Amendment (LOMA)** application process and provide you with an online tool to complete the **MT-EZ form**.

If you believe your property may be inadvertently shown in a **Special Flood Hazard Area (SFHA)**, the area subject to inundation by the **base (1-percent-annual-chance) flood**, you may submit certain property and elevation information to **FEMA** for a formal determination of the property's location relative to the SFHA. Owners of structures (or unimproved parcels of land) built on

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It is helpful, but not necessary, to complete every form field that appears in this tutorial. You will have an opportunity at the end of the tutorial to fill in any fields left blank. Additionally, you, or a registered professional engineer or licensed land surveyor hired by you, may hand-write answers directly on the printed MT-EZ form.* The information you submit during this tutorial is gathered for the sole purpose of populating the fields in your copy of the MT-EZ form, in accordance with our [privacy policy](#).

* Certain information must be certified by a registered professional engineer or licensed land surveyor.

At the end of this tutorial, you will be able to print a completed MT-EZ form ready for submittal to [FEMA](#) for processing. Before completing the form, you should gather all the necessary materials. The following screens provide details about the MT-EZ form and the materials that must be submitted with the form to support your request for a [LOMA](#). For additional information about the materials that must be submitted with your request, please review the [Tutorial Requirements](#) page.

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Applying for a Letter of Map Amendment (LOMA)



Federal Emergency Management Agency
Washington, D.C. 20472

Case No.:
community
community

Let's get started!



is in reference to a request that the Federal Emergency Management Agency (FEMA) determine if property is located within a Special Flood Hazard Area, the area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), on the effective National Flood Insurance Program (NFIP) map, on the effective National Flood Insurance Program (NFIP) map. Using the information on the effective NFIP map, our determination is shown on the Letter of Map Amendment (LOMA) Determination. This determination document provides additional information regarding the effective NFIP map, the legal description of the property, and our determination.

The MT-EZ Form: Overview

This form should be used by an individual property owner or property owner's agent to request that **FEMA** remove a single residential 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 **SFHA** via a **LOMA**. It shall not be used for requests submitted by developers, requests involving multiple lots or structures, property in **alluvial fan** areas or coastal high hazard areas (**V Zones**), or requests involving the placement

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 If you have hired a registered professional engineer or licensed land surveyor to complete your elevation data, she/he may also be able to provide much of the necessary information.

Would you like to see [examples](#) of a FIRM and its features?

 Click on the notepad to read important notes



Gathering Necessary Information: Section A-Property Information

This section may be completed by the property owner or the property owner's agent. To complete Section A, you will need to consult one of the following documents, which you may already have in your property files:

- 1) 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 city or county Recorder's seal and recordation date. (Plat maps are not usually

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Applying for a Letter of Map Amendment (LOMA)

 warning

Please enter the legal description of the property and street address:

Street Address (if different from the mailing address):

Legal description of the property (lot, block, subdivision):

Filling out the Form

Section A: Legal Description and Street Address of Property

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 copy the lengthy description that appears on the deed.

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☐ Your entire legally recorded property?

☐ A portion of your legally recorded property?
(Requires a metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor.
[View](#) a sample property metes and bounds description to support a [LOMA](#).)

☐ A structure on your property?
If so, what is the date of construction?
(mm/dd/yyyy)

Unsure about the date of construction?



Filling out the Form
Section A: Area included in determination

FEMA makes determinations on parcels of land or structures. Are you requesting that the flood zone (**SFHA**) designation be removed from (choose one from the list on the left):

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 **Applying for a Letter of Map Amendment (LOMA)**

Applicant's Name:

Company:

Mailing Address:

City, State, Zip Code:

Daytime Phone:

*Fax Number:

*E-mail Address:

Application Date: (mm/dd/yyyy)

Filling out the Form
Section A: Certification

*Your e-mail address and fax number are optional, but helpful if we have questions about your case.

Congratulations!
You have completed Section A.
Please remember to sign this section when you print the form at the end of the tutorial.



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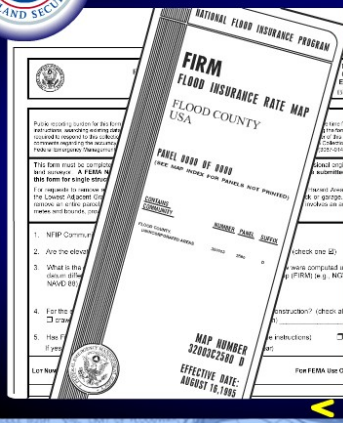
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Gathering Information

Section B: Engineering/Survey Information

This section must be completed by a licensed land surveyor or registered professional engineer. FEMA requires either an Elevation Certificate or the elevation section of the form, not both. If an Elevation Certificate has already been completed for this property you may submit that certificate instead of the elevation section (Section B) of this form. You may leave these fields blank while working on the tutorial and give your partially completed

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Click on any of the pictures on the left to see a description of that type of construction.

Once you have determined your construction type, answer the questions to my right.



Filling out the Form
Section B: Engineering/Survey Information

Type of Construction:

- ☐ Crawl Space
- ☐ Slab on Grade
- ☐ Basement/Enclosure
- ☒ Other (please explain)

Item to be Removed from the SFHA :

- ☐ Structure located on natural grade.
- ☐ Undeveloped legally recorded parcel of land.



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Select the Datum for the **Structure**:

☐ NAD83
☐ NAD27

_____. _____ Lat.
_____. _____ Long.

Select the Datum for the **Property**:

☐ NAD83
☐ NAD27

_____. _____ Lat.
_____. _____ Long.

Be careful to note whether you are adding coordinate data for one **structure**, or the entire **property**, and fill in coordinates only for the correct one.



Filling out the Form Section B: Geographic Coordinate Data

Structure:
For the most upstream edge of the **structure**, indicate the datum (NAD 83 or NAD 27) and provide the Latitude and Longitude in decimal degrees.

Property:
For the most upstream edge of the **property**, select the applicable datum (NAD 83 or NAD27) and provide the Latitude and Longitude in decimal degrees.



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Applying for a Letter of Map Amendment (LOMA)

Building Street Address:

Property Description:

NFIP Community Number: [\(View example\)](#)

Map or Panel Number: [\(View example\)](#)

Base Flood Elevation:

☐ Feet ☐ Meters

(to the nearest tenth of a foot or meter*)

***Note:** Meters only applicable to Puerto Rico.



Click on the notepad to read important notes

Filling out the Form

Section B: Engineering/Survey Information

Flood Insurance Rate Map (FIRM) Info:

Please enter the information as it appears on the FIRM panel for the area of your property.

You may also view a copy of the effective FIRM at your local **community map repository**. If you do not have a copy of the effective FIRM for your community, you may view and purchase a copy online at FEMA's **Map Service Center**. The Map Service Center also allows you to create a **FIRMeTte**, a section of the map at 100-percent scale that can be printed on standard paper sizes - letter (8 1/2" x 11"), legal (8 1/2" x 14"), and tabloid (11" x 17"), at no cost. For additional information on the FIRMeTte, including how to create one, please review the **FIRMeTte Details**.

For detailed information on how to read a FIRM, we encourage you to view the tutorial **"How to Read a FIRM"**.

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Lowest Adjacent Grade:
 ☐ Feet ☐ Meters
(to the nearest tenth of a foot or meter)

Elevation of the lowest grade on the property; or, metes and bounds area:
 ☐ Feet ☐ Meters
(to the nearest tenth of a foot or meter)

Indicate the datum*: (and datum conversion if different from NGVD 29 or NAVD 88 - [See example](#))

Has FEMA identified this area as subject to land subsidence or uplift?
☐ Yes ☐ No

If Yes, what is the date of the current releveling?
(mm/dd/yyyy)

Elevation Information
*This section must be completed by a surveyor or engineer.

To remove a structure built on natural ground, **FEMA** requires the **lowest adjacent grade** to the structure (the elevation of the lowest ground touching the structure) to be at or above the **BFE**. The lowest lot elevation is needed **only** if requesting that an entire property, or portion thereof, be removed. In addition, please note that decks and/or garage, if attached to the structure, are considered part of the structure.

* Not all states allow architects to certify elevations.
* Horizontal datum information is not needed for LOMA requests.

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Certifier's Name:

License Number:

Expiration Date (mm/dd/yyyy):

Company Name:

Telephone Number:

Fax Number:

Date of Certification (mm/dd/yyyy):

Certification Information

Once you print this form, the certification must be signed by a licensed land surveyor, registered professional engineer, or architect* certified by law to certify elevation information. If available, the certifier's seal should also be provided in the designated space.

Please provide information about the certifier.

*Not all states allow architects to certify elevations.



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At the end of the data verification screens, there will be a "print" button. Click on it to view and print your MT-EZ form.

Final Steps: Reviewing your Application

On the following screens, please verify that the information you have provided is correct and make any necessary corrections or changes. If the information is correct, you may print the partially completed MT-EZ form, sign Section A, and provide it to your surveyor, engineer, or architect* for completion of Section B.

*Only in states that permit architects to certify elevation information.

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Applying for a Letter of Map Amendment (LOMA)

Verification Page 1 of 3

Applicant's Name:

Company:

Mailing Address:

City, State, Zip Code:

Daytime Phone:

Fax Number:

E-mail Address:

Application Date: (mm/dd/yyyy)

Street Address:

Legal description of the property (lot, block, subdivision):

☐ Your entire legally recorded property?

☐ A portion of your legally recorded property?

☐ A structure on your property?

If so, what is the date of construction? (mm/dd/yyyy)

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Verification Page 2 of 3

Type of Construction:

- ☐ Crawl Space
- ☐ Slab on Grade
- ☐ Basement/Enclosure
- ☐ Other (please explain)

Item to be Removed from the SFHA :

- ☐ Structure located on natural grade.
- ☐ Undeveloped legally recorded parcel of land.

Geographic data for the Structure:

☐ NAD83

☐ NAD27

Geographic Data for the Property:

☐ NAD83

☐ NAD27

Lowest Adjacent Grade:

☐ Feet ☐ Meters
(to the nearest tenth of a foot or meter)

Elevation of the lowest grade on the property; or, metes and bounds area:

☐ Feet ☐ Meters
(to the nearest tenth of a foot or meter)

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 releveing? (mm/dd/yyyy)

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Certifier's Name:

License Number:

Expiration Date (mm/dd/yyyy):

Company Name:

Telephone Number:

Fax Number:

Date of Certification(mm/dd/yyyy):

Building Street Address:

Property Description:

NFIP Community Number:

Map or Panel Number:

Base Flood Elevation: ☐ Feet ☐ Meters
(to the nearest tenth of a foot or meter*)

Once you have verified your information, click the button to create your MT-EZ form.



[Create my MT-EZ Form!](#)

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 **Applying for a Letter of Map Amendment (LOMA)**

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Certifier's Name: License Number: Expiration Date (mm/dd/yyyy): Company Name: Telephone Number: Fax Number: Date of Certification(mm/dd/yyyy): 	Building Street Address: Property Description: NFIP Community Number: Map or Panel Number: Base Flood Elevation: Feet ☐ Meters (to the nearest tenth of a foot or meter*) Once you have verified your information, click the button to create your MT-EZ form.  
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To check on the status of your case, please contact the FEMA Map Assistance Center at 1-877-FEMA-MAP (1-877-336-2627) or check the Flood Hazard Mapping Web site for information about the **Status of Map Change requests**.



Final Steps: Submitting your Application

What happens next?

Your application will be processed once **FEMA** receives the completed MT-EZ form and all the appropriate supporting materials.

A determination will be issued within 30 to 60 days of receipt of all necessary materials.



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