

WELCOME TO THE NORTH CAROLINA 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 only; V or VE Zones not included);
- Existing *structure(s), property(ies), and metes & bounds* in Zone A flooding areas only if a Base Flood Elevation (BFE) is available from a State or Federal governmental agency or other accepted source (i.e. the USACE, Tennessee Valley Authority);
- Existing *structure(s), property(ties), and metes & bounds* are not located in the mapped floodprone zone/Special Flood Hazard Area. This mean the subject of the LOMA/LOMR-F is Out as Shown (OAS).

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 CFS case file must be complete. A complete case file includes all applicable data used in making the determination including Flood Profiles, Floodway Data tables, Flood Hazard Data tables, a certified plot on the FIRM of the subject of the determination, BFEs from acceptable sources, etc. The CFS case file must include all applicable FEMA forms, including the Property Information Form, Elevation Certificate or Elevation Information Form, and Community Acknowledgement Form (in cases 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 & bounds requests, a certified map and accompanying certified matching description must be received. All cases must also be accompanied by the three page Case File Summary/Data Collection table included in your training manual. If you have any questions regarding the data required for LOMA and LOMR-F processing, please refer to your training 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: NC CFS Coordinator**". Failure to properly mark the submittal could result in a delay in processing or the case being fast tracked. Additionally, all CFS submittals must be complete upon submittal by you and must contain your signature and contact information on the Property Information Form.

LOMC Clearinghouse
Attn: Susan K. Gray
NC CFS Coordinator
3601 Eisenhower Avenue, Suite 500
Alexandria, VA 22304-6426
sgray@mbakerintl.com

Once the CFS case file is received and logged into the fast track program, a determination 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 email address and fax 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. The case file may be submitted by email to sgray@mbakerintl.com and if complete, Ms. Gray will email the determination document within 5 days. If the CFS 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:

FEMA Map Information Exchange (FMIX) at 1-877-336-2627