Applying to Change or Correct a Flood Insurance Rate Map (FIRM) Through Letter of Map Amendment (LOMA) Out As Shown (OAS) Method

If a property owner thinks their property has been inadvertently mapped in a Special Flood Hazard Area, property owners or their representatives may submit a request to the Federal Emergency Management Agency (FEMA) for a Letter of Map Change (LOMC). A LOMC reflects an official revision/amendment to an effective Flood Insurance Rate Map (FIRM). FEMA issues LOMCs instead of physically revising and republishing the effective FIRM. While the standard way to apply for a LOMA requires elevation information, the OAS method does not require elevation information but does require a plat and a map.

Obtain the Most Current Version of an MT-EZ form, found on FEMA’s site at www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm
Submit the Following Three (3) Documents with MT-EZ Form:

1. **Deed** Copy of property deed can be obtained from the Register of Deeds
2. **FIRMette** Created at http://www.msc.fema.gov/, click on “FIRMette Tutorial” at the bottom of the screen or contact the local Floodplain Administrator
3. **Map** Obtained from community’s GIS department or a website like Google Maps

Instructions for Completing MT-EZ Form:

Page 1 of 3 – Section A:

1. Answer question 1 as “No”.
2. Under question 2 write an Abbreviated Description, Street Address, and Attach Deed.
3. Under question 3, check the first box "A structure on your property? What is the date of Construction?" and enter the date of construction at end of question.
4. Fill out the last box on page one of Section A, if no fax number write NA.

Page 2 of 3 – Section B:

Check the box in front of "Structure located on natural grade (LOMA)".

6. 1. PROPERTY DESCRIPTION (Lot and Block Number, Tax Parcel Number, Legal Description, etc.): Provide either the recorded legal description or the parcel identification number.

7. 2. BUILDING INFORMATION (including Apt. Unit, Suite, and/or Bldg. No.): Provide Address. Under What is the type of construction? check the appropriate box.

8. 3. GEOGRAPHIC COORDINATE DATA. Must provide the latitude and longitude for the most “upstream edge of the structure” (top line); and the most “upstream edge of the property” (bottom line). For each entry, check the appropriate horizontal datum box (NAD83 or NAD27). A hand-held GPS unit, Google Earth, survey, etc. can be used to establish the latitude and longitude or you can contact the community’s floodplain administrator for help.

9. 4. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION:
   In the “NFIP Community Number” box, indicate the community number of the community in which your property is located (found on the FIRMette):

   ![FIRM Map](image)

   In the “Map & Panel Number” box, indicate the panel number of the FIRM map containing your property. You can obtain the map panel number from the FIRMette map. In the sample provided, the Map & Panel number is 30029C1810G. Leave the “Base Flood Elevation (BFE)” and “Source of BFE” boxes blank.
10. 5. ELEVATION INFORMATION (SURVEY REQUIRED)
   a. Leave the top half of this box blank.
   b. In the Certifier’s Name box, write name of property owner.
   c. Leave the License No box blank.
   d. Leave the Expiration Date box blank.
   e. Leave the Company Name box blank.
   f. In the Telephone No. box, write property owner's phone number (including area code).
   g. In the Fax No. box, write property owner's fax number, or if no fax number, then write NA.
   h. In the Signature box, property owner signs.
   i. In the Date box, write date of application submittal.
   j. Leave the Seal box blank.

Page 3 of 3 – Mailing Instructions:
11. Complete the checklist

Page 3 of 3 – Mailing Instructions:
11. Complete the checklist

12. Mail the MT-EZ form, a copy of the recorded Deed, property map highlighting subject property with floodplain delineated, and FIRMette map obtained under Documents Needed (see earlier page) to the address located on the third page of the MT-EZ form.