



Land Development News

Technical Bulletin

Subject: Process for Letters of Map Change in Special Flood Hazard Areas

Date: March 22, 2013 **No.:** 13-02

Summary: When land use changes require changes to the Federal Emergency Management Agency's (FEMA) Special Flood Hazard Areas (SFHA), updates to the SFHA boundaries are accomplished through FEMA's Letter of Map Change (LOMC) process.

Effective Date: Immediately.

Background: The Stormwater Planning Division (SWPD) of the Department of Public Works and Environmental Services administers the county's FEMA National Flood Insurance Program (NFIP). The county participates in the non-mandatory NFIP Community Rating System and Cooperative Technical Partners programs. As a result, applicants for building and site permits in the county may sometimes be expected to exceed FEMA's minimum requirements. As a result of the higher requirements, all county residents and businesses receive flood hazard insurance at a discounted rate.

Policy (Requirement or Guidelines): Any LOMC application for a site within the county must be coordinated with SWPD before being submitted to FEMA. LOMC applicants that must provide floodplain study reports or hydrologic/hydraulic models to FEMA must also provide these documents and electronic files to SWPD concurrently.

1. Requests to FEMA for Letters of Map Revision and Conditional Letters of Map Revision require a completed Application/Certification Form 1, the "Overview & Concurrence Form," to be signed by a county official. These requests use FEMA's MT-2 application. In addition, FEMA may also require a signed operation and maintenance plan from the community's chief executive officer for facilities proposed within the SFHA such as culverts and detention or retention basins. The FEMA website for these applications is <http://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/mt-2-application-forms-and-instructions>.
2. Requests to FEMA for Letters of Map Revision Based on Fill and Conditional Letters of Map Revision Based on Fill require a signed Community Acknowledgement Form. In FEMA's MT-1 application, this is Form 3. The FEMA website for these applications is <http://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/mt-1-application-forms-instructions>.

Additional Guidance: The County's SFHAs can be viewed through the [My Neighborhood](#) application on the county's website.

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Information on land development restrictions in and near SHFAs and other floodplains can be found in [Article 2](#) of the Zoning Ordinance. If you have any questions concerning these restrictions, please contact the Engineer of the Day (EOD) at **703-324-1575**, **TTY 711**, or visit the EOD on the 5th floor of the Herrity Building.

If you have any questions regarding the LOMC process or are planning to submit an MT-1 or an MT-2 application to FEMA, please contact the Stormwater Planning Division at **703-324-5500**, **TTY 711**, or DPWES-FloodProtect@fairfaxcounty.gov.

Approved by: Michelle A. Brickner, P.E., Director
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