



# Letter of Map Revision Fact Sheet

## What is a Letter of Map Revision (LOMR)?

A Letter of Map Revision (LOMR) is the Federal Emergency Management Agency's (FEMA's) official modification to an effective Flood Insurance Rate Map (FIRM). LOMRs can result in a physical change to the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). LOMR reviews take up to 90 days to process, are subject to an appeal period, and usually become effective within six months after they are issued. Because a LOMR officially revises the effective FIRM, the flood hazard updates shown are used to rate flood insurance policies and enforce flood insurance and development requirements.

The application/certification forms and instructions to request a LOMR are located on the FEMA website at:

[http://www.fema.gov/plan/prevent/fhm/dl\\_mt-2.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-2.shtm). All requests for a LOMR must be signed by a community official and the requester, and signed and certified by a registered professional engineer or licensed land surveyor.

## What are the components of a LOMR?

### Cover Letter

- Addressed to the Chief Executive Officer (CEO) of the community
- Provides the case number, issuance date, effective date, and list of attachments.

### Determination Document

This portion of the document includes the details of the revision such as:

- Issuance date and effective date
- Revised FIRM panel(s) and flooding source(s)
- Nature of the revision (physical project, more detailed data)
- Revised reach of each flooding source
- Flood hazard changes (SFHA, BFEs, floodway)
- Other communities affected, if applicable
- Relevant portions of the National Flood Insurance Program (NFIP) regulations
- FEMA contact information
- Public notice/newspaper publication dates (for revised BFEs)

### Additional Resources

To view effective LOMRs, please contact your community.

Also, LOMRs and other Letters of Map Change may be viewed online at the FEMA Map Service Center at: <http://msc.fema.gov>.

For general information, contact a FEMA Map Specialist at the FEMA Map Information eXchange (FMIX), either by telephone at: 1-877-336-2627,

or via the FEMA website at:

[http://www.floodmaps.fema.gov/fhm/fmx\\_main.html](http://www.floodmaps.fema.gov/fhm/fmx_main.html).

For answers to questions about flood insurance:

The NFIP Call Center  
1-888-379-9531

FloodSmart  
[www.FloodSmart.gov](http://www.FloodSmart.gov)

For general information on FEMA and its programs:

[www.FEMA.gov](http://www.FEMA.gov)

## Annotated FIRM

This is the revised portion of the full-scale FIRM. A revised area box emphasizes the flood hazard information that is superseding the FIRM.

## Annotated Flood Insurance Study (FIS) Report

As with the annotated FIRM, the LOMR can include revised portions of the full FIS report.

## What data are required for a LOMR?

### Data requirements include:

- Application/certification forms
- Community acknowledgment (from each impacted community)
- Hydrologic computations (if applicable) along with digital files of computer models used
- Hydraulic analysis (if applicable) along with digital files of computer models used
- Certified topographic workmap with SFHA and floodway (if applicable) delineations
- Annotated FIRM
- Annotated FIS report
- Project narrative and site photographs (optional but recommended)

### Regulatory requirements include:

- Notification to any property owners impacted by increased flood hazards (SFHA, BFE, and/or floodway) reflected in the LOMR
- Public notice of any floodway change, in accordance with NFIP regulations Part 65.7. Individual property owner notifications may satisfy this requirement if the notifications are issued by the community.

## What are Conditional Letters of Map Revision?

A Conditional Letter of Map Revision (CLOMR) is FEMA's comment on a proposed project that would, upon construction; result in the modification of the existing regulatory floodway, the effective BFEs, or the SFHA. The CLOMR does not revise an effective FIRM; rather, it indicates whether the project, if completed as proposed, would be eligible for a LOMR. A CLOMR is required when proposed changes will cause any increase the BFE where a regulatory floodway has been identified, or will cause an increase of greater than one foot in SFHAs where no regulatory floodway has been identified.

CLOMRs do not share the same format as LOMRs, since they only provide comments rather than actual determinations. The CLOMR is a letter addressed to the CEO of a community, which describes the changes that can be expected as a result of the project and states whether

these changes would be in accordance with NFIP regulations. The letter also includes instructions detailing how to follow up with a LOMR request after the proposed project has been completed.

In addition to all of the data required for LOMR submissions, CLOMR requests need to include documented compliance with the Endangered Species Act (ESA) from the National Marine Fisheries Service or the United States Fish and Wildlife Service. If there are proposed changes to a regulatory floodway, public notice is not required for CLOMR requests, but will be required when requesting a LOMR based on as-built conditions.

## What are the LOMR/CLOMR review fees?

- LOMR based solely on the submission of more detailed data = Free
- LOMR based on bridge, culvert, channel, or combination thereof = \$5,300
- LOMR based on levee, berm, or other structural measure = \$7,150
- LOMR based on as-built follow-up to CLOMR = \$5,000
- CLOMR based on new hydrology, bridge, culvert, channel, or combination thereof = \$4,400
- CLOMR based on levee, berm, or other structural measures = \$6,050
- LOMR/CLOMR based on structural measures on alluvial fans = \$5,600 initial fee plus \$60/hour for additional technical reviews

Fees are exempt for:

- Map changes based on mapping or study analysis errors;
- Map changes based on the effects of natural changes within the SFHA;
- Federally sponsored flood-control projects where 50 percent or more of the project's costs are federally funded;
- Map changes based on detailed hydrologic and hydraulic studies conducted by Federal, State, or local agencies to replace approximate studies conducted by FEMA and shown on the effective FIRM; and
- Map changes based on flood hazard information meant to improve upon that shown on the flood map or within the flood study. *NOTE: Improvements to flood maps or studies that partially or wholly incorporate manmade modifications within the SFHA will not be exempt from fees.*