

# Letter of Map Amendment - Out-As-Shown

## LOMA – OAS Instructions

### MT-EZ Form

The FEMA Out-As-Shown determination is a no-cost application. Its purpose is to state that the property or building in question is correctly shown outside the Special Flood Hazard Area (SFHA) and, therefore, that the mandatory flood insurance requirement does not apply.

The following instructions take the applicant step by step through the LOMA-OAS process.

1. Obtain an MT-EZ Form: The MT-EZ Form can be found on the FEMA website:

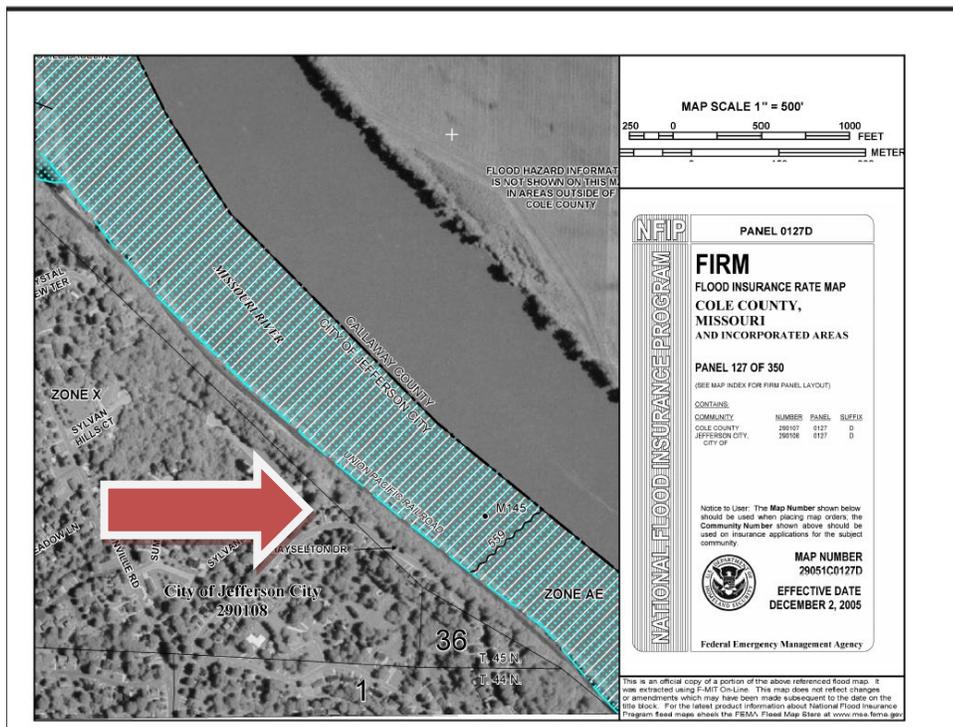
<https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-ez>

2. Recorded Deed: Attach a copy of your property deed as recorded with the recorder of deeds in the county where your property is located. It should clearly show the book and page number, along with the property's legal description.
3. Aerial Map: This is a GIS-based aerial map of your property with property lines delineated. This is often referred to as a "tax map" and can be obtained from the county assessment office.



4. Flood Insurance Rate Map: If the flood zones are not delineated on the Aerial Map obtained in Step 3, you need to create an official copy of a portion of the Flood Insurance Rate Map (FIRMette) that captures the subject property. A FIRMette can be created at the FEMA Map Service Center website:

<https://msc.fema.gov/portal>



5. Completing the MT-EZ Form: Complete only the first page of the MT-EZ Form for Out-As-Shown requests. Submit this, along with your recorded deed, FIRMette, and aerial map, to the LOMC Clearinghouse. After obtaining the MT-EZ Form (Step 1), complete the form as follows:
  - a. Section A: Write “OAS” after the printed word “LOMA”
    - i. Answer Question 1 as “No”. Answer “Yes” only if fill material has been placed on the property to raise ground that was previously below the Base Flood Elevation (BFE). If this is the case, you will need to file a request for a Letter of Map Revision based on Fill (LOMR-F). This is a completely separate process. For information about this process, go to: <https://www.fema.gov/floodplain-management/letter-map-revision-based-fill>
    - ii. Under Question 2, the requester must 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 reproduce a lengthy description of the property as it appears in the deed. In addition, the requester should enter the street address (911 type) for the property, if one is available.
    - iii. Under Question 3, check the first box next to the question: “A structure on your property?” Then answer “What is the date of construction” with the appropriate month and year.
    - iv. Be sure to completely fill out the Applicant Information section including: Applicant Name, Mailing Address, Email Address, Daytime Telephone No., and Fax No.(if available). Sign and date the form.
  
6. Mailing LOMA-OAS Request Instructions: In addition to the completed first page of the MT-EZ Form, attach a copy of the recorded deed of your property, the GIS based aerial map, and the corresponding FIRMette. Mail all documents to:

\*LOMC Clearinghouse  
3601 Eisenhower Avenue, Suite 500  
Alexandria, VA 22304-6426

DEPARTMENT OF HOMELAND SECURITY - FEDERAL EMERGENCY MANAGEMENT AGENCY  
APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURE AMENDMENTS TO  
NATIONAL FLOOD INSURANCE PROGRAM MAPS

O.M.B. NO. 1660-0015  
Expires February 28, 2014

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 2.4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0015) **NOTE: Do not send your completed form to this address.**

This form should be used to request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) remove a single structure or legally recorded parcel of land or portion thereof, described by metes and bounds, certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1% chance of being equaled or exceeded in any given year (base flood), via Letter of Map Amendment (LOMA). It shall not be used for requests submitted by developers, for requests involving multiple structures or lots, for property in alluvial fan areas, for property located within the regulatory floodway, or requests involving the placement of fill. (NOTE: Use MT-1 forms for such requests). Fill is defined as material from any source (including the subject property) placed that raises the grade to or above the Base Flood Elevation (BFE). The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural grade) elevation, which is at or above the BFE. Also, fill that is placed before the date of the first National Flood Insurance Program (NFIP) map showing the area in an SFHA is considered natural grade.

**LOMA: OAS** A letter from DHS-FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the base flood.

A - This section may be completed by the property owner or by the property owner's agent. In order to process your request, all information on this form must be completed *in its entirety*, unless stated as optional. **Incomplete submissions will result in processing delays.**

1. Has fill been placed on your property to raise ground that was previously below the BFE?

No  Yes - If Yes, **STOP!!** - You must complete the MT-1 application forms; visit [http://www.fema.gov/plan/prevent/fhm/dl\\_mt-1.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm) or call the FEMA Map Information eXchange toll free: (877-FEMA MAP) (877-336-2627)

2. Legal description of Property (Lot, Block, Subdivision or abbreviated description from the Deed) **and** street address of the Property (required):

Sunrise Place Addition Lots 5, 6, & 7 Block 13  
1234 Sunset Drive

3. Are you requesting that a flood zone determination be completed for (check one):

- A structure on your property? What is the date of construction? 07/1949 (MM/YYYY)
- A portion of your legally recorded property? (A certified metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor, are **required**. For the preferred format of metes and bounds descriptions, please refer to the MT-EZ Instructions.)
- Your entire legally recorded property?

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Applicant's Name (required): <b>John Doe</b>	E-mail address (optional) ( <input type="checkbox"/> By checking here you may receive correspondence electronically at the email address provided): <b>JohnDoe@emailaddress.com</b>
Mailing Address (include Company name if applicable) (required): <b>1234 Sunset Drive</b> <b>City, State, Zip Code</b>	Daytime Telephone No. (required): <b>(123) 456-7890</b>
	Fax No. (optional):
Signature of Applicant (required) 	Date (required) <b>10/10/2014</b>

End of Section A