

# APPEAL PETITION

**Appeal Number** \_\_\_\_\_

During the 90-day Appeal Period, a community official or another interested party may object to any new or revised information shown on a Preliminary Digital Flood Insurance Rate Map (DFIRM) panel and/or in the FIS Report submitted by the community, that show **Base Flood Elevation (BFEs)** to be scientifically or technically incorrect. The distinction between “scientifically incorrect” and “technically incorrect” is important because of the differences in the types and amounts of data needed in support of an Appeal Petition.

Scientifically Incorrect BFE's

| Basis of Formal Appeal  | Required Data to Support Appeal  | Submitted by                    |
|---|--|---------------------------------|
| Incorrect or inappropriate methodology used in the new study  | Justification for use of an alternative hydrologic or hydraulic methodology. A revised study that includes all recalculated BFEs, updated hydrologic and/or hydraulic analysis, flood profiles, and floodplain and floodway boundaries, using the alternative methods or data that are believed to be superior to those used in the preliminary study. | Certified professional engineer |
| Methodology not correct applies in the new study; i.e., inappropriate or incorrect assumptions in methodology |  |                                 |

Technically Incorrect BFE's

| Basis of Formal Appeal                                | Required Data to Support Appeal   | Submitted by                              |
|---|---|---|
| Insufficient or poor quality data in a new study      | <ol style="list-style-type: none"> <li>1. Data believed to be superior to those used in original hydrologic or hydraulic analysis; documentation for source of the new data.</li> <li>2. A revised study, including updated hydrologic and/or hydraulic analysis, flood profiles, and floodplain and floodway boundaries, using the alternative methods or data that are believed to be superior to those used in the preliminary study.</li> </ol> | Certified professional engineer           |
| Mathematical error in a new study                     | Information that identifies the error and provides the correct calculation.   |   |
| Measurement error in a new study                      | Information that identifies the error and provides the correct measurement.   |   |
| Physical change in the floodplain since the new study | <ol style="list-style-type: none"> <li>1. Information that identifies the change and sufficient topographical and/or structural data for an updated hydraulic analysis.</li> <li>2. Certified topographic maps or other certified ground elevation data of greater detail or more recent than those used for the preliminary DFIRM panel in question.</li> </ol>  | Certified land surveyor or GIS specialist |

**Please use the tables below when submitting an Appeal Petition**

|                         |  |
|-------------------------|--|
| <b>Name</b>             |  |
| <b>Address</b>          |  |
| <b>Telephone Number</b> |  |

| Panel Number | Basis of Formal Objection | Description of Challenged Data | Data Supporting Objection |
|--------------|---------------------------|--------------------------------|---------------------------|
|              |                           |                                |                           |
|              |                           |                                |                           |
|              |                           |                                |                           |
|              |                           |                                |                           |

The Appeal Petition and all supporting documentation must be submitted to the Community Executive Officer (CEO) or to the local official designated by the CEO, such as the Floodplain Administrator, during the 90-day Appeal Period. It is then the community's responsibility to forward the Appeal Petition, all supporting documentation, and the community's statement of support or non-support for the Appeal to FEMA.