

Letter of Map Amendment – Out As Shown (LOMA-OAS) Instructions (Form MT-EZ)

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

STOP! To be considered based on the new flood maps, do not submit this form to FEMA until after AUGUST 8, 2011, but prior to the effective date of the new Digital Flood Insurance Rate Maps (DFIRM) on September 29, 2011.

Obtain MT-EZ Form: The MT-EZ form can be obtained through the Shawnee County Flood Map Modernization website at <http://snmapmod.snco.us> under Quick Reference Materials, and also through FEMA at www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm (where it is also available in Spanish).

Documents Needed to be Submitted With Form MT-EZ:

1. Recorded Deed. Attach a copy of your property deed. The Book and Page number as recorded with the Shawnee County Register of Deeds must be clearly visible on the deed. If you do not have a personal recorded copy, it can be obtained through the Shawnee County Register of Deeds at 785-233-8200 ext 4020.
2. Aerial Map. A GIS based aerial map of your property with property lines and flood zones delineated. You can prepare and print your own map by utilizing the Shawnee County Flood Data Viewer at <http://gis.snco.us/femaviewer>. You can also request a map be produced for you through the City of Topeka Development Services Division at 785-368-3704 or through the Shawnee County Planning Department at 785-291-5405.



Please note the Digital Flood Insurance Rate Maps (DFIRM) are not anticipated to be received from FEMA until after June 1, 2011. An aerial map cannot be produced until the final DFIRM maps are received.

Instructions for preparing the web based map using the Flood Data Viewer is available through the Shawnee County Flood Map Modernization website at <http://snmapmod.snco.us> under the Quick Reference Materials section.

Instructions for Completing Form MT-EZ: For Out as Shown requests, only the first page of the MT-EZ need be completed and submitted along with the above noted documents.

1. Section A, write "OAS" after the word LOMA: in the fourth box down from the top.

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.

2. Answer Question 1 as "No". If fill has been placed on your property to raise the ground previously below the Base Flood Elevation, you will need to file a request for a Letter of Map Revision based on Fill (LOMR-F), a completely separate process.
3. Under Question 2 write the address of the property, if assigned, and the Lot, Block, and Subdivision or Section, Township and Range of the subject property.
4. Under Question 3, check the first box "A structure on your property?" and answer "What is the date of Construction?"

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 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):
1234 NE Johnson Rd. Sec. 24, Twp 12S, Rng 16E
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? 07/1997 (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?

5. COMPLETELY fill out the last box on the page including Applicant Name, Mailing Address, Email Address, Daytime Telephone No., and Fax No. if available. Sign and date the form.

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): John Doe	E-mail address (optional) <input checked="" type="checkbox"/> By checking here you may receive correspondence electronically at the email address provided: JDoe@domain.net
Mailing Address (include Company name if applicable) (required): 1234 NE Johnson Rd. City, ST ZIP CODE	Daytime Telephone No. (required): 123-456-7890 Fax No. (optional):
Signature of Applicant (required) John Doe	Date (required) 08/12/11
End of Section A	

Instructions for Mailing LOMA-OAS Request

In addition to the completed and signed first page of the MT-EZ form, attach a copy of the recorded deed of your property along with GIS based aerial map with floodplain delineation and mail to:

LOMC CLEARINGHOUSE
7390 Coca Cola Drive, Suite 204
Hanover, MD 21076
ATTN: LOMA Manager