

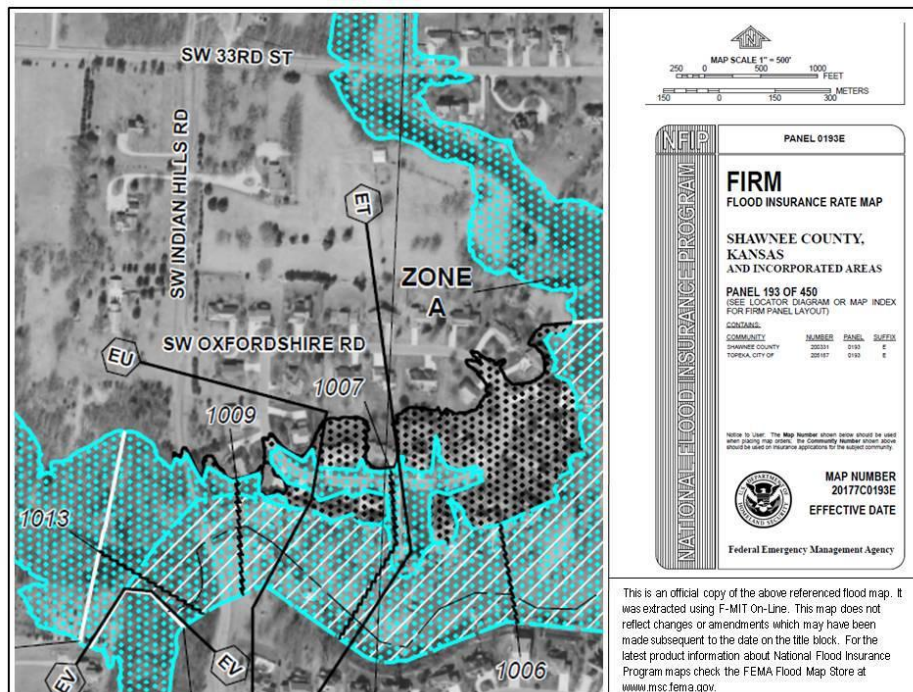
# Letter of Map Amendment - Out As Shown (OAS) Instructions

LOMA-OAS is a determination made by the Federal Emergency Management Agency (FEMA) for the property and/or buildings as to whether it is located within the Special Flood Hazard Area (SFHA). Only use this method if it is clear, visually, that the structure is not in the SFHA.

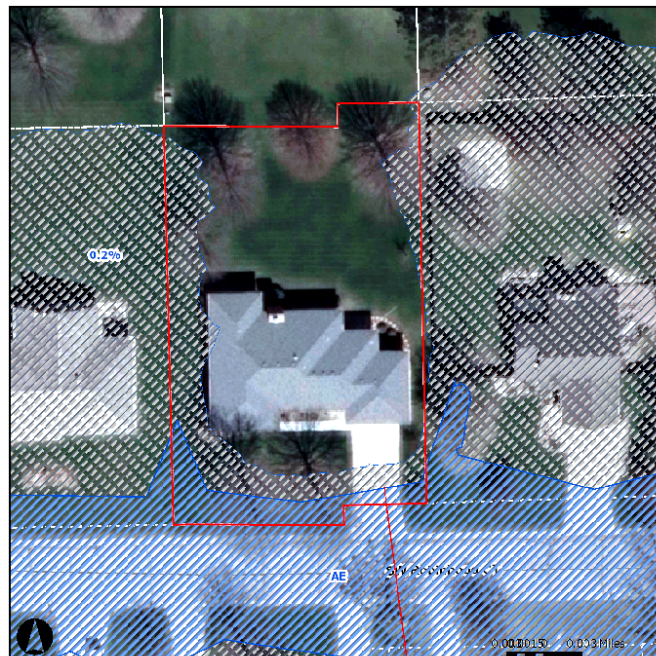
**Obtain MT-EZ form** Found on FEMA's site at [www.fema.gov/plan/prevent/fhm/dl\\_mt-ez.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm) (also available in Spanish)

## Documents Needed to Submit with MT-EZ Form:

1. **Deed** Copy of property deed can be obtained from the Register of Deeds
2. **FIRMette** Created at <http://www.msc.fema.gov/>, click on "FIRMette Tutorial" at the bottom of the screen or contact the local Flood Plain Administrator



3. **Map** Obtained from community's GIS department or a website like Google Maps



## Instructions for Completing MT-EZ Form:

Page 1 of 3 – Section A:

- (1) Write "**OAS**" after the word LOMA in the fourth box down from the top.

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: <b>OAS</b>	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. Incomplete submissions may result in processing delays.	

- (2) In the next box down, answer question 1 as "No".

- (3) Under question 2 write "**See Attached**"

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. Incomplete submissions may result in processing delays.	
1. Has fill been placed on your property to raise ground that was previously below the BFE?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – If Yes, STOP!! – You must complete the MT-1 application forms; visit <a href="http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm">http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm</a> or call the FEMA Map Assistance Center toll free: (877-FEMA MAP) (877-336-2627)	
2. Legal description of Property (Lot, Block, Subdivision; complete description as it appears in the Deed is not necessary) and street address of the Property: <b>See Attached</b>	

- (4) Under question 3, check the third box "A structure on your property? What is the date of Construction?" and write "**NA LOMA-OAS**" at end of question

3. Are you requesting that the flood zone designation be removed from (check one):	
<input type="checkbox"/> Your entire legally recorded property?	
<input type="checkbox"/> 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.)	
<input checked="" type="checkbox"/> A structure on your property? What is the date of construction? <b>NA LOMA-OAS</b>	

- (5) Fill out the last box on page one of Section A, if no fax number write NA.

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: <b>Property Owner</b>		E-mail address: <b>Provide E-mail Address</b>	
Mailing Address (include Company name if applicable): <b>Provide Mailing Address</b>		Daytime Telephone No.: <b>Provide Phone #</b>	
		Fax No.:	
Signature of Applicant (required) <b>Property Owner Signature</b>		Date <b>Date</b>	
End of Section A			



- (6) Write "**OAS**" after "Structure located on natural grade (LOMA)".
- (7) Write "**OAS**" after "Legally recorded parcel of land, or portion thereof (LOMA)".

Item to be Removed from the SFHA: (check one)	Elevation Information Required: (complete Item 5)
<input type="checkbox"/> Structure located on natural grade (LOMA) <b>OAS</b>	Lowest Adjacent Grade to the structure (the elevation of the lowest ground touching the structure including attached decks or garage)
<input type="checkbox"/> Legally recorded parcel of land, or portion thereof (LOMA) <b>OAS</b>	Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA

- (8) 1. PROPERTY DESCRIPTION (Lot and Block Number, Tax Parcel Number, Legal Description, etc.): Provide either the recorded legal description or the parcel identification number.

1. PROPERTY DESCRIPTION (Lot and Block Number, Tax Parcel Number, Legal Description, etc.): <b>Provide Description</b>
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- (9) 2. BUILDING INFORMATION (including Apt. Unit, Suite, and/or Bldg. No.): Provide Address. Under *What is the type of construction?* check box "Other (explain)" and write "**NA LOMA-OAS**".

2. BUILDING INFORMATION
Building Street Address (including Apt. Unit, Suite, and/or Bldg. No.): <b>Provide Address</b>
What is the type of construction? (check one) <input type="checkbox"/> crawl space <input type="checkbox"/> slab on grade <input type="checkbox"/> basement/enclosure <input type="checkbox"/> other (explain) <b>NA LOMA-OAS</b>

- (10) 3. GEOGRAPHIC COORDINATE DATA. Must provide the latitude and longitude for the most "upstream edge of the structure" (top line); and the most "upstream edge of the property" (bottom line). For each entry, check the appropriate horizontal datum box (NAD83 or NAD27). A hand-held GPS unit, Google Earth, survey, etc. can be used to establish the latitude and longitude or you can contact the community's floodplain administrator for help.

3. GEOGRAPHIC COORDINATE DATA			
Please provide the Latitude and Longitude of the most upstream edge of the structure (in decimal degrees) <b>Must Provide</b>	Indicate Datum: <input type="checkbox"/> NAD83 <input type="checkbox"/> NAD27	Lat.	Long.
Please provide the Latitude and Longitude of the most upstream edge of the property (in decimal degrees) <b>Must Provide</b>	Indicate Datum: <input type="checkbox"/> NAD83 <input type="checkbox"/> NAD27	Lat.	Long.

(11) 4. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION:

- a. In the “*NFIP Community Number*” box, indicate the community number of the community in which your property is located (found on the FIRMette):



- b. In the “*Map & Panel Number*” box, indicate the panel number of the FIRM map containing your property. You can obtain the map panel number from the FIRMette map. In the sample provided above, the Map & Panel number is 20177C0193E.
- c. In the “*Base Flood Elevation (BFE)*” box, write "**NA LOMA-OAS**".
- d. In the “*Source of BFE*” box, write "**NA LOMA-OAS**".

4. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

NFIP Community Number:	Map & Panel Number:	Base Flood Elevation (BFE):	Source of BFE:
		NA LOMA-OAS	NA LOMA-OAS

(12) 5. ELEVATION INFORMATION (SURVEY REQUIRED)

- a. Cross-out the first box and write somewhere in box "**LOMA-OAS**"
- b. In the Certifier's Name box, write name of property owner.
- c. In the License No box, write "**LOMA-OAS**".
- d. In the Expiration Date box, write "**LOMA-OAS**".
- e. In the Company Name box, write "**LOMA-OAS**".
- f. In the Telephone No. box, write property owner's phone number (including area code).
- g. In the Fax No. box, write property owner's fax number, or if no fax number, then write NA.
- h. In the Signature box, property owner signs.
- i. In the Date box, write date of application submittal.
- j. In the Seal box, mark out with an "X" and write "**LOMA-OAS**".

5. ELEVATION INFORMATION (SURVEY REQUIRED)			
<ul style="list-style-type: none"><li>• Lowest Adjacent Grade (LAG) to the structure (to the nearest 0.1 foot or meter) . ft. (m)</li><li>• Elevation of the lowest grade on the property; or metes and bounds area (to the nearest 0.1 foot or meter) . ft. (m)</li><li>• Indicate the datum (and datum conversion if different from NGVD 29 or NAVD 88) <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> Other (Describe):</li><li>• Has FEMA identified this area as subject to land subsidence or uplift? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide date of current releveled)</li></ul>			
This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. 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.			
Certifier's Name: <b>Property Owner</b>	License No.: <b>LOMA-OAS</b>	Expiration Date: <b>LOMA-OAS</b>	<b>LOMA-OAS</b>  Seal (optional)
Company Name: <b>LOMA-OAS</b>	Telephone No.: <b>Phone #</b>	Fax No.:	
Signature: <b>Property Owner Signature</b>		Date: <b>Date</b>	
(See attached address listing for LOMAs)			

*Page 3 of 3 – Mailing Instructions:*

- (13) Mail the MT-EZ form, a copy of the recorded Deed, property map highlighting subject property with floodplain delineated, and FIRMette map obtained under Documents Needed (see previous page) to the address located on the third page of the MT-EZ form.