

# FLOOD PROTECTION FORM – LETTER OF MAP CHANGE (FP-LOMC)

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SUBMIT TO FLOODPLAIN MANAGER

## FLOOD PROTECTION FORM – LETTER OF MAP CHANGE (FP-LOMC)

This form is for development proposing to modify or change the Special Flood Hazard Area (SFHA), through a Conditional Letter of Map Revision/Letter of Map Revision (CLOMR/LOMR) or Conditional Letter of Map Revision – Fill/Letter of Map Revision – Fill (CLOMR-F/LOMR-F) FEMA Letter of Map Change (LOMC) process. This form can only be completed by a PA Registered Design Professional.

### CLOMR-F/LOMR-F must be submitted when:

- Less than 5 acres of fill (more than 12" in depth) without a rise in BFE

### CLOMR/LOMR must be submitted when:

- Any rise in BFE
- Sites with more than 50 lots/structures or over 5 acres of fill (more than 12" in depth)
- Development that alterations a watercourse
- Development in SFHA's with no designated floodway (generally along Delaware River)
- Development seaward of the LiMWA line
- Development within the mean high tide and/or MHHW
- Requests involving changes in Base Flood Elevations (BFEs)
- Requests involving changes in regulatory floodway boundary delineations
- Requests involving property and/or structures that have been elevated by fill placed within the regulatory floodway, channelization projects, bridge/culvert replacement projects, or other flood control improvements

As part of the FEMA MT-1 or MT-2 application the City must comment and/or sign a "Community Acknowledgement Form". To request the City's comment/signature you must complete this form. To submit, see [Flood Protection LOMC Submission Form](#), as the Floodplain Manager is responsible for review of these types of requests outside of the typical L&I permitting processes. These types of application are reviewed and commented/signed by the Floodplain Administrator, within 30 days of receipt of completed form and attachments.

For all other map request, including CLOMA and LOMA's, see FEMA's website. The City does not review or sign off on these types of LOMC's.

For more information on floodplain codes/regulations visit the Floodplain Management webpage at

<http://www.phila.gov/li/Pages/FloodplainManagement.aspx>

**NOTE: ALL LINES ON THIS FORM MUST BE COMPLETED, AND WHEN "NOT APPLICABLE" SELECT "N/A"**

A. PROJECT INFORMATION	
1. Site address	
2. Engineer name	
3. Engineer address	
4. Engineer email	
B. SITE INFORMATION	
1. Flood Risk Zone (existing building and/or addition that touches any of these Zones) – select all that apply To find your zone visit: <a href="https://msc.fema.gov/portal/home">https://msc.fema.gov/portal/home</a>	
<input type="checkbox"/> A Zone <input type="checkbox"/> AE Zone <input type="checkbox"/> Seaward of LiMWA line	<input type="checkbox"/> AE/Floodway <input type="checkbox"/> FEMA Mapped 0.2% /X/unshaded <input type="checkbox"/> Mean high tide zone
2. Flooding source name	
3. FEMA Map panels #(s)	

**C. TYPE(S) OF DEVELOPMENT (select all that apply)**

<input type="checkbox"/> New building <input type="checkbox"/> Addition <input type="checkbox"/> Renovation/alteration <input type="checkbox"/> Earth Work/excavation <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Demolition <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Below grade parking <input type="checkbox"/> Seasonal/temporary <input type="checkbox"/> Fill <input type="checkbox"/> Dock <input type="checkbox"/> Roadway <input type="checkbox"/> Mobile Home	<input type="checkbox"/> Storage of materials <input type="checkbox"/> Storage of equipment/machinery <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Fuel Systems <input type="checkbox"/> Water supply <input type="checkbox"/> Elevator/escalator <input type="checkbox"/> Plumbing <input type="checkbox"/> Construction Office/Staging/Storage <input type="checkbox"/> Watercourse Alteration <input type="checkbox"/> Bridge <input type="checkbox"/> Public Utility <input type="checkbox"/> Office Trailer
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<input type="checkbox"/> If a public utility, what type?			
Pier construction/renovation	<input type="checkbox"/> High deck	<input type="checkbox"/> Low deck	<input type="checkbox"/> Solid/filled
<input type="checkbox"/> Production or storage of acetone; ammonia; benzene; calcium carbide; carbon disulfide; hydrochloric acid; hydrocyanic acid; magnesium; nitric acid and oxides of nitrogen; petroleum products; phosphorus; potassium; sodium; sulfur and sulfur products; or pesticides & radioactive substances ( <i>Appendix G901</i> )	<input type="checkbox"/> In Floodway, Prohibited	<input type="checkbox"/> Not in floodway, See FP-G	
<input type="checkbox"/> Other (not listed above):			

**D. NO-RISE ANALYSIS**

See FP-NR for more information regarding No-Rise analysis.

1. Analysis indicated <b>NO RISE</b> in water surface of base flood elevation	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
2. Analysis indicates <b>A RISE</b> in water surface of the base flood elevation	<input type="checkbox"/> Yes, proceed to CLOMR/LOMR	<input type="checkbox"/> N/A

**E. FOR CLOMR-F & LOMR-F – when fill is used in the SFHA**

These requests do not change the effective FEMA FIRM maps. Properties will still be regulated by Philadelphia codes/regulations for floodplain compliance. This process may remove the flood insurance requirement. For regulatory purposes these applications are used to track fill throughout the City to be integrated in future map revisions that change the effective FIRMS's.

**Code Sections:**

Philadelphia Zoning Code 14-704(4)(f) – Changes in identification Area

- Revisions or modifications of identified floodplains

IBC 1804.5.5 – Grading and fill in the flood hazard areas.

- For properties located in SFHA without designated floodways

**FEMA Guidance:**

- [Guidance for Flood Risk Analysis and Mapping – MT-1 Technical Guidance \(Feb. 2018\)](#)

**E1. CLOMR-F**

Required prior to a building permit application. A letter of determination that conditional accepts the CLOMR-F from FEMA must be submitted.

1. Completed FEMA MT-1 application form (must be signed and sealed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Property description a. Plat Map or deed b. Survey of property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Effective FIRM panel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Elevation form a. Elevation Certificates (construction drawings) if application is for proposed structures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Certified topographic map with floodplain and regulatory floodway boundary delineations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Community Acknowledgement Form	<input type="checkbox"/> Yes, requesting comment/signature	<input type="checkbox"/> No	<input type="checkbox"/> N/A

7. Design plans for all development and grading	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Items required to satisfy any NFIP regulatory requirements (Philadelphia requires elevation to BFE+18")	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. ESA compliance documentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Photos of site before fill was placed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## E2. LOMR-F

Required prior to any TCO/CO's being issued for the site. A letter of determination from FEMA must be submitted.

1. Completed FEMA MT-1 application forms (must be signed and sealed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Property description a. Plat Map or deed b. Survey of property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Effective FIRM panel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Elevation form a. Elevation Certificates (finished construction) if application is for built structures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Certified topographic map with floodplain and regulatory floodway boundary delineations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Community Acknowledgement Form	<input type="checkbox"/> Yes, requesting comment/signature	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. As-built plans or survey for all development and grading (survey must be completed within 60 days of submission)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. ESA compliance documentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. Photos of site after fill placement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## F. FOR CLOMR/LOMR

These requests change the effective FEMA FIRM maps. This process may remove the flood insurance requirement. For regulatory purposes these applications are used to accurately reflect flood risk on the effective FIRMS's.

### Code Sections:

Philadelphia Zoning Code 14-704(4)(f) – Changes in identification Area

- Revisions or modifications of identified floodplains

Philadelphia Zoning Code 14-704(4)(g) – Alteration or Relocation of a Watercourse

- Revisions or modifications of identified floodplains

IBC 1804.5 – Grading and fill in the flood hazard areas.

- For properties located in SFHA without designated floodways

### FEMA Guidance:

- [MT-2 Instructions](#) (August 2018)

## F1. CLOMR

Required prior to a building permit application. A letter of determination that conditional accepts the CLOMR from FEMA must be submitted. If the application is solely based on new data and no physical change to the SFHA then go directly to LOMR.

1. Completed FEMA MT-2 application form (must be signed and sealed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Hydrologic analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Hydraulic analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

4. Property description a. Plat Map or deed b. Survey of property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Community Acknowledgement Form	<input type="checkbox"/> Yes, requesting comment/signature		<input type="checkbox"/> No <input type="checkbox"/> N/A
6. Effective FIRM panel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Elevation form a. Elevation Certificates (construction drawings) if application is for proposed structures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Certified topographic map with floodplain and regulatory floodway boundary delineations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. Community Acknowledgement Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Design or as-built plans for all development and grading (survey must be completed within 60 days of submission)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11. Items required to satisfy any NFIP regulatory requirements (Philadelphia requires elevation to BFE+18")	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12. ESA compliance documentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Floodway notice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14. Property owner notice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15. Regulatory requirements of 44CFR 65.12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## F2. LOMR

Required prior to any TCO/CO's being issued for the site. A letter of determination from FEMA must be submitted.

1. Completed FEMA MT-2 application form (must be signed and sealed)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Hydrologic analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Hydraulic analysis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Property description a. Plat Map or deed b. Survey of property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Community Acknowledgement Form	<input type="checkbox"/> Yes, requesting comment/signature		<input type="checkbox"/> No <input type="checkbox"/> N/A
6. Effective FIRM panel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Elevation form a. Elevation Certificates (construction drawings) if application is for proposed structures	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Certified topographic map with floodplain and regulatory floodway boundary delineations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9. Community Acknowledgement Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Design or as-built plans for all development and grading (survey must be completed within 60 days of submission)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11. Items required to satisfy any NFIP regulatory requirements (Philadelphia requires elevation to BFE+18")	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12. ESA compliance documentation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Floodway notice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14. Property owner notice	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15. Regulatory requirements of 44CFR 65.12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**G. SIGNATURE**

I hereby affirm that all statements above are correct and complete to the best of my knowledge and that the design plans/additional documents, that were submitted, are consistent with these statements as I am a duly qualified engineer licensed to practice in the State of Pennsylvania. Furthermore, I certify that the attached technical data supports the fact that the proposed development described above will not create any increase to the Base Flood Elevations and will not create any increase to the Base Flood Elevations in the vicinity of the proposed development

<b>Design Professional Signature</b>		<b>Print Name</b>		<b>Date</b>	
<b>License #</b>		<b>Seal w/ signature</b>			

**H. ADDITIONAL INFORMATION**

If you need to provide additional information or clarification to any items on this form, please attach below:

Large empty rectangular box for providing additional information or attachments.

**End of Form (FP-LOMC).**

Questions and/or Contact:  
Floodplain Manager  
City of Philadelphia  
[floodplainmanager@phila.gov](mailto:floodplainmanager@phila.gov)

## **INSTRUCTIONS: FLOOD PROTECTION FORM – LETTER OF MAP CHANGE (FP-LOMC)**

### **SECTION A**

This section is for general project information.

### **SECTION B**

This section identifies the development site's location in relation to Flood Insurance Rate Map information. Enter the Flood Risk Zone (A, AE, Floodways, or X) for the proposed development, including the Map Panel number and Effective/Revised Date of panel. Additional, areas such as LiMWA and mean high tide must be identified. In all cases they should be shown clearly on a site plan.

### **SECTION C**

This section identifies the type of development. Select all that apply to your proposed development. Follow the "Proceed to" prompts to next applicable section of the application. If none of these development types apply to your development, insert a description of the development in "Other."

### **SECTION D**

This section identifies the analysis conducted. Technical reports and calculation shall be attached to this form.

### **SECTION E**

This section is for requests involving the use of fill that need to complete a CLOMR-F and/or LOMR-F process.

### **SECTION F**

This section is for requests involving larger changes in the SFHA that need to complete a CLOMR and/or LOMR process.

### **SECTION G**

This section is for additional information or clarification of items on this form. If the applicant has attachments or exhibits, they should be listed here with name, page number, and date.

### **SECTION H**

This section is for additional information or clarification of items on this form. If the applicant has attachments or exhibits, they should be listed here with name, page number, and date.

### **FEMA - Community Acknowledge Form**

The Community Acknowledgment Form must be completed for all requests involving the placement of fill, existing or proposed, or requests for land or structures that are inadvertently included in the NFIP regulatory floodway. The form must be completed and signed by the community official responsible for floodplain management in the community. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided. Space has been provided within each section for the community official to provide comments on the project (e.g. Section A - The project is reasonably safe from flooding and satisfies Parts 60.3 and 65.5 of the NFIP regulations. Section B - Removal of the project from the regulatory floodway will not result in an increase in Base Flood Elevations.). If additional space is required by the community official to provide the community's comments on a project, additional sheets may be attached to the back of this form.

Section A – Requests Involving the Placement of Fill Instructions for Communities: As a participant in the NFIP under 44 CFR 60.3(a)(2), you are required to ensure, prior to issuing a floodplain development permit, that an applicant is in compliance with local and NFIP regulations and has obtained all necessary Federal and State permits related to development. For CLOMR-F requests, applicants must document ESA compliance to FEMA prior to issuance of the CLOMR-F determination. For LOMR-F requests, ESA compliance is required independently of FEMA's process. The community must ensure that appropriate ESA permits are obtained per requirement under Section 60.3(a)(2) of FEMA's regulations. Additional information about these requirements is available on Page 4 of this instruction packet. Another common Federal permit requirement may include wetland permits under Section 404 of the Clean Water Act of 1972. If you need a wetlands permit or are not sure if one is required, contact your local U.S. Army Corps of Engineers District Office. Necessary State permits vary depending on the State. Instructions for Applicants: You are responsible for obtaining all necessary Federal, State, and local permits as a condition of obtaining a LOMR-F or CLOMR-F. Your community is required to verify that you have obtained these necessary permits prior to issuing a floodplain development permit or signing the Community Acknowledgment Form (MT-1 Form 3). In addition, for CLOMR-F requests, you must document to FEMA that ESA compliance has been achieved prior to issuance of the CLOMR-F determination. For LOMR-F requests, ESA compliance is required independently of FEMA's

process. Your community must ensure that appropriate ESA permits are obtained per requirement under Section 60.3(a)(2) of FEMA's regulations. Additional information about these requirements is available on Page 4 of this instruction packet. Another common Federal permit requirement may include wetland permits under Section 404 of the Clean Water Act of 1972. If you need a wetlands permit or are not sure if one is required, contact your local U.S. Army Corps of Engineers District Office. Necessary State permits vary depending on the State. To assist communities in determining if a property or structure, existing or proposed, is reasonably safe from flooding, DHS-FEMA has published Technical Bulletin 10-01. This bulletin outlines safe building practices, which when followed, may reduce the risk of flood damage to a property or structure. Community Officials interested in obtaining copies of this bulletin should visit our Internet site at <http://www.fema.gov/media-library-data/20130726-1511-20490-3169/tb1001.pdf>. Community Officials that do not have Internet access should contact the FMIX toll free at 1-877-FEMA MAP (1-877-336-2627).

Lowest Adjacent Grade (LAG) to the Structure – For requests involving a structure, provide the LAG elevation (the elevation of the lowest ground touching the structure including attached patios, stairs, deck supports or garages), to the nearest tenth (0.1) of a foot or meter. If the FIRM shows BFEs in meters, the accuracy of the LAG elevation must be to the nearest tenth of a meter