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 in not in the SFHA.

Obtain MT-EZ form Found on FEMA’s site at 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.

2. In the next box down, answer question 1 as “No”.

3. Under question 2 write "See Attached"

4. Under question 3, check the third box "A structure on your property? What is the date of Construction?" and enter the date of construction at end of question

5. Fill out the last box on page one of Section A, if no fax number write NA.
(6) Check the box in front of "Structure located on natural grade (LOMA)".

<table>
<thead>
<tr>
<th>Item to be Removed from the SFHA: (check one)</th>
<th>Elevation Information Required: (complete Item 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Structure located on natural grade (LOMA)</td>
<td>Lowest Adjacent Grade to the structure (the elevation of the lowest ground touching the structure including attached decks or garage)</td>
</tr>
<tr>
<td>☐ Legally recorded parcel of land, or portion thereof (LOMA)</td>
<td>Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA</td>
</tr>
</tbody>
</table>

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

(8) 2. BUILDING INFORMATION (including Apt. Unit, Suite, and/or Bldg. No.): Provide Address. Under What is the type of construction? check the appropriate box.

(9) 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.
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. Leave the “Base Flood Elevation (BFE)” box blank.
   d. Leave the “Source of BFE” box blank.
(11) 5. ELEVATION INFORMATION (SURVEY REQUIRED)
   a. Leave the top half of this box blank.
   b. In the Certifier’s Name box, write name of property owner.
   c. Leave the License No. box blank.
   d. Leave the Expiration Date box blank.
   e. Leave the Company Name box blank.
   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. Leave the Seal box blank.

Page 3 of 3 – Mailing Instructions:

(12) 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.