

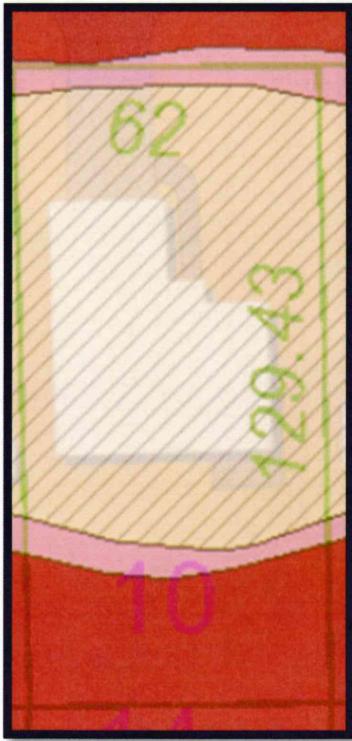


VALLEYCENTER

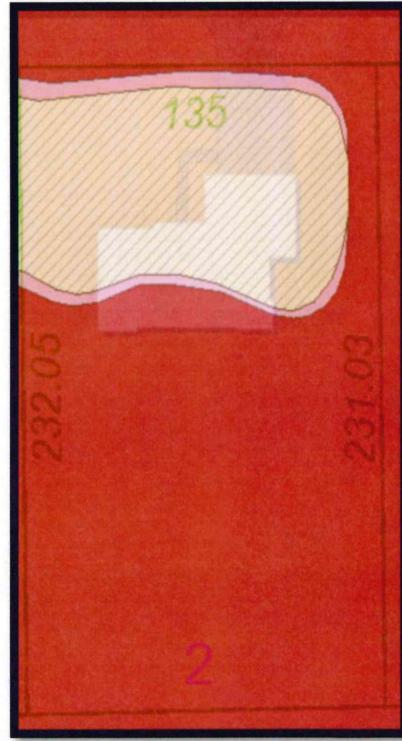
Letter of Map Amendment-Out as Shown Instructions

The United States Federal Emergency Management Agency (FEMA) is the federal agency charged with managing floodplains throughout the nation. Due to the recent changes in Sedgwick County's floodplain maps, many properties in Valley Center are now located within the Special Flood Hazard Area (SFHA). These changes to the SFHA mean that properties that were not previously in designated zones, but now are, are required to purchase flood insurance by their mortgage lender.

Homeowners can file a Letter of Map Amendment-Out as Shown (LOMA-OAS) if a portion of their property is located within the SFHA, but their actual structure does not touch the SFHA. Please see the example below on an eligible property and an ineligible property to apply for a LOMA-OAS:



This property **IS** eligible



This property is **NOT** eligible

The following instructions are provided to assist homeowners in filing a LOMA-OAS with FEMA. It is important to note that FEMA will make the final determination on whether or not to approve the LOMA-OAS. The issuance of a LOMA-OAS eliminates the federal flood insurance purchase REQUIREMENT as a condition of obtaining federal or federally backed financing. However, the mortgage lender retains the prerogative to require flood insurance as a condition of providing financing, regardless of the location of the structure. The property owner also needs to be reminded that there is still a risk of the property's being flooded; it has been just reduced, NOT REMOVED.

Step 1

Print an MT-EZ form from FEMA's website and fill it out. The form can be accessed on FEMA's website: <https://www.fema.gov/ar/media-library/assets/documents/8001>. Instructions on filling out the MT-EZ form are provided later in this document.

Step 2

Contact the Sedgwick County Register of Deeds office at 316-660-9400 and request an official copy of your property's deed.

Step 3

Create and print a map of your property from the Sedgwick County GIS website. This website can be accessed at: <https://gismaps.sedgwickcounty.org/portal/>. Once here, find your address by typing it in on the right hand toolbar. On the left hand toolbar labeled "Map Layers," click on the following boxes:

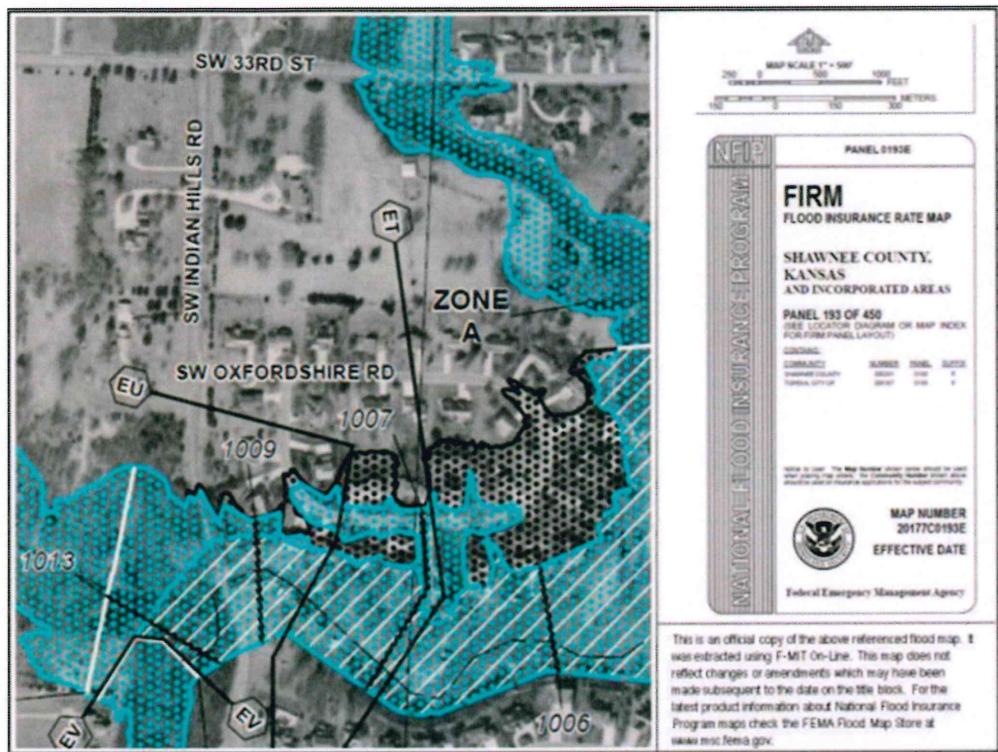
- Addresses
- Land Features (under Land Features, also Flood Plain)
- Land Records (under Land Records, also Parcels, Parcel Labels, and Lots)

Print off a map of your property that shows property boundaries, location of structures, and location of the SFHA in relation to the property. Once you've prepared the map, click the printer icon on the toolbar found at the top of the website. The following is an example of what the map should look like:



Step 4

Create a FIRMette by accessing FEMA's online maps at: <https://msc.fema.gov/portal>. Click on "FIRMette Tutorial" at the bottom of the screen or contact the City of Valley Center Community Development Department for assistance. The following is an example of what this map should look like:



Step 5

Complete the MT-EZ form using the information on the following pages. Once completed, submit the form, property deed, Sedgwick County GIS map, and FIRMette map to the address located on the third page of the MT-EZ form.

For further assistance, please contact the City of Valley Center Community Development Department at 316-755-7310.

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: 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.
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 http://www.fema.gov/plan/prevent/fhm/dl_mt-1.shtm 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: See Attached	

(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? NA LOMA-OAS	

(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: Property Owner	E-mail address: Provide E-mail Address
Mailing Address (include Company name if applicable): Provide Mailing Address	Daytime Telephone No.: Provide Phone #
Fax No.:	
Signature of Applicant (required) Property Owner Signature	Date Date
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) OAS	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) OAS	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.):

Provide Description

- (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.): Provide Address	
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) NA LOMA-OAS	

- (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) Must Provide 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) Must Provide 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"> • Lowest Adjacent Grade (LAG) to the structure (to the nearest 0.1 foot or meter) . ft. (m) • Elevation of the lowest grade on the property; or metes and bounds area (to the nearest 0.1 foot or meter) . ft. (m) • Indicate the datum (and datum conversion if different from NGVD 29 or NAVD 88) <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD-88 Other (Describe): • Has FEMA identified this area as subject to land subsidence or uplift? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (provide date of current releveling) 		LOMA-OAS
<p>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.</p>		
Certifier's Name: Property Owner	License No.: LOMA-OAS	Expiration Date: LOMA-OAS
Company Name: LOMA-OAS	Telephone No.: Phone #	Fax No.:
Signature: Property Owner Signature (See attached address listing for LOMAs)	Date: Date	LOMA-OAS Seal (optional)

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.