

# **On-line LOMA Instructions**

#### LOMA applications may be filed by a homeowner.

LOMR applications can only be filed by a state licensed Architect, Engineer or Land Surveyor.

The City of Fargo Engineering Department does <u>NOT</u> process LOMA applications. Elevation Certificates are issued by the department <u>ONLY</u> for floodproofed foundations. If your basement is not floodproofed you must hire an architect, engineer or land surveyor to provide you with a post construction elevation survey to process a LOMA.

#### LOMA Facts for Homeowners

- Remember only FEMA has the authority to place or remove property from the SFHA
- Special Flood Hazard Area (SFHA), Zone A, High Risk, 1 % annual chance flood, insurance requirement area [ALL MEAN THE SAME THING]
- The principal difference between the LOMA and LOMR is the <u>date</u> fill was placed
- If your house was built prior to January 16, 2015 it may be eligible to LOMA
- In most LOMA applications only the structure is requested to be removed
- FEMA groups all map changes under Letter of Map Change (LOMC)

Homeowners have the option of hiring a licensed engineer or surveyor to complete their LOMA application. Many firms have a digital filing method not available to homeowners.

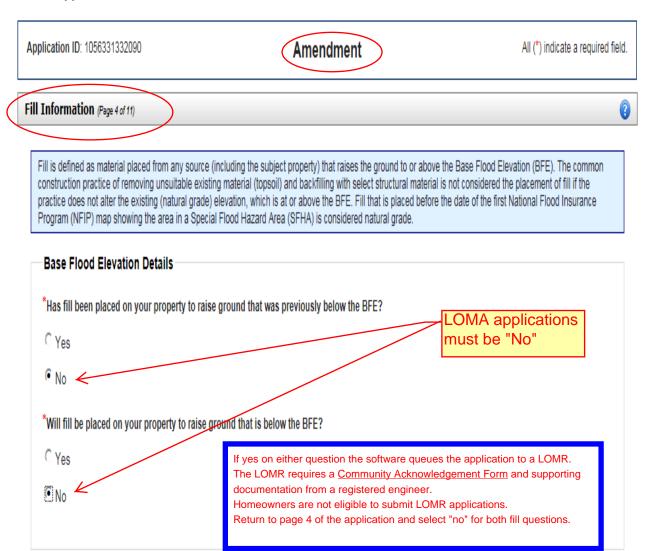
Self-applying homeowners need to view FEMA's <u>Online LOMC Tutorial</u>. Required supporting documents include:

- 1. Copy of the Flood Insurance Rate Map (FIRM) is available at FEMA's Map Service Center
- 2. <u>Plat Map</u> on Cass County, ND webpage
- 3. Assessor's Map is not used by the city or county so upload the plat map here as well
- 4. Certified post construction elevation (Elevation & Floodproofing Certificates)

Make a special note on Page 4 of the application regarding "Fill"

### **Online Letter of Map Change**

## **LOMC** Application



Previous Save Save And Close Continue

Certain documents require a plug-in. To download plug-in for Adobe Acrobat Reader click here and/or Microsoft Word click here.

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