

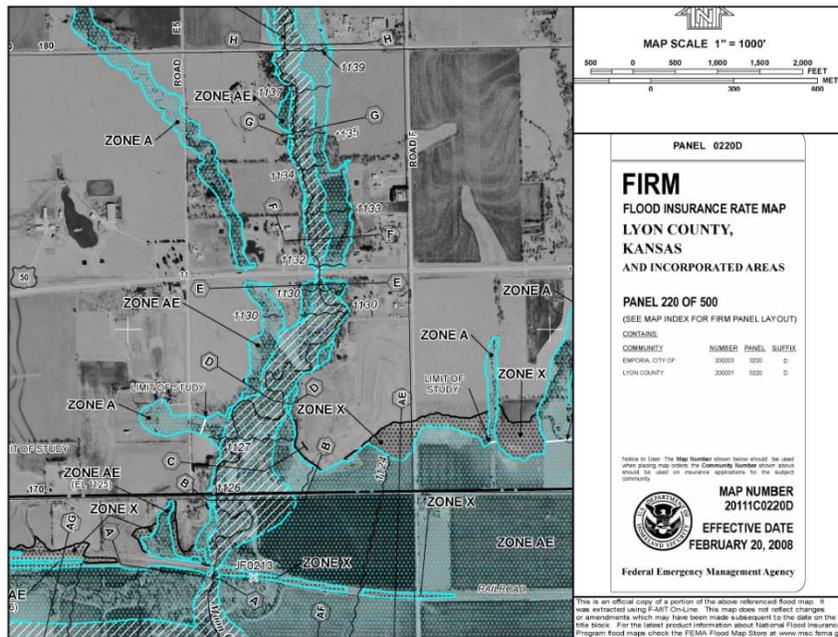
Letter of Map Amendment - Out As Shown (OAS) Instructions

LOMA-OAS is a determination made by the Federal Emergency Management Agency (FEMA) for a building 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 (also available in Spanish). Make sure the form is the most current.

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 Floodplain 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.

the practice does not alter the existing (natural grade) 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.
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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*, unless stated as optional. Incomplete submissions will result in processing delays.

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

(3) Under question 2 write an Abbreviated Description, Street Address, and Attach Deed

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*, unless stated as optional. Incomplete submissions will result in processing delays.

1. Has fill been placed on your property to raise ground that was previously below the BFE?

No 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 Information eXchange toll free: (877-FEMA MAP) (877-336-2627)

2. Legal description of Property (Lot, Block, Subdivision or abbreviated description from the Deed) **and** street address of the Property (required):

Abbreviated Description (ex. Section, Township, Range), Street Address, and Attach Deed

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

3. Are you requesting that a flood zone determination be completed for (check one):

A structure on your property? What is the date of construction? Date (MM/YYYY)

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.)

Your entire legally recorded property?

(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 (required): <i>Property Owner Name</i>	E-mail address (optional) (<input type="checkbox"/> By checking here you may receive correspondence electronically at the email address provided): <i>Provide E-mail Address</i>
Mailing Address (include Company name if applicable) (required): <i>Provide Mailing Address</i>	Daytime Telephone No. (required): <i>Provide Phone Number</i>
	Fax No. (optional):
Signature of Applicant (required) <i>Property Owner Signature</i>	Date (required) <i>Date</i>

End of Section A

(6) Check the box in front of "Structure located on natural grade (LOMA)".

Determination Requested For: (check one)	Elevation Information Required: (complete Item 5)
<input checked="" type="checkbox"/> Structure located on natural grade (LOMA)	Lowest Adjacent Grade to the structure (the elevation of the lowest ground touching the structure including attached patios, stairs, deck supports or garages)
<input type="checkbox"/> Legally recorded parcel of land, or portion thereof (LOMA)	Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA

(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.

1. PROPERTY INFORMATION
Property Description (Lot and Block Number, Tax Parcel Number, or Abbreviated Description from the Deed, etc.): <i>Provide Description</i>

(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.

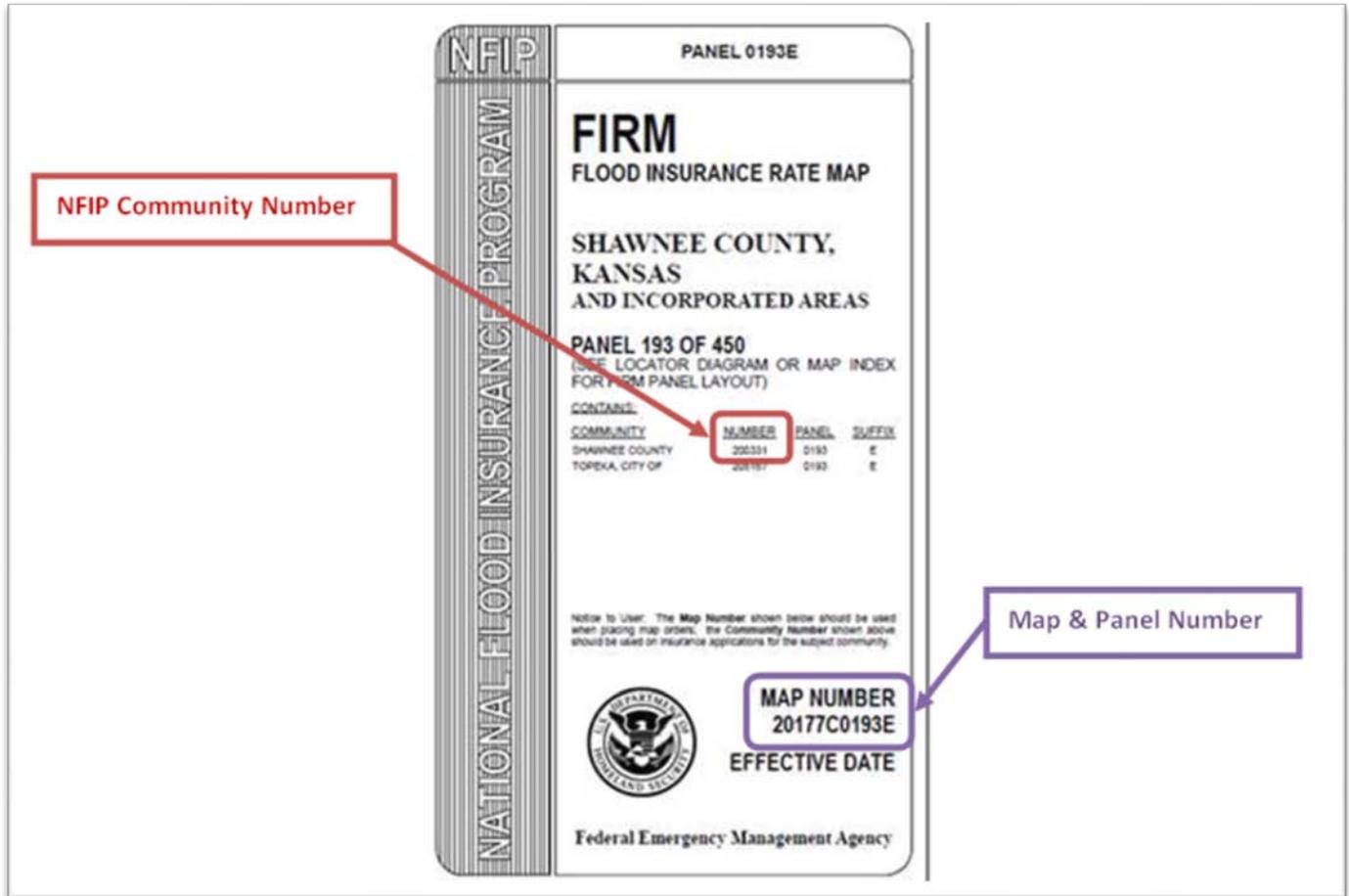
2. STRUCTURE INFORMATION
Street Address (including Apt. Unit, Suite, and/or Bldg. No.): <i>Provide Description</i>
What is the type of construction? (check one) <input type="checkbox"/> crawl space <input type="checkbox"/> slab on grade <input type="checkbox"/> basement/enclosure
<input type="checkbox"/>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

(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.

3. GEOGRAPHIC COORDINATE DATA
Please provide the Latitude and Longitude of the most upstream edge of the structure (in decimal degrees to nearest fifth decimal place) <i>Must Provide</i> Indicate Datum: <input type="checkbox"/> WGS84 <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 to nearest fifth decimal place) <i>Must Provide</i> Indicate Datum: <input type="checkbox"/> WGS84 <input type="checkbox"/> NAD83 <input type="checkbox"/> NAD27 Lat. . Long. .

(10) 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.

4. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION			
NFIP Community Number:	Map & Panel Number:	Base Flood Elevation (BFE):	Source of BFE:

(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.

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 within metes and bounds area (to the nearest 0.1 foot or meter) . ft. (m) • Indicate the datum (if different from NGVD 29 or NAVD 88 attach datum conversion) <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> Other (add attachment) • Has FEMA identified this area as subject to land subsidence or uplift? <input type="checkbox"/> No <input type="checkbox"/> Yes (provide date of current releveling): 			
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: <i>Property Owner Name</i>	License No.:	Expiration Date:	Seal (optional)
Company Name:	Telephone No.: <i>Phone #</i>	Fax No.:	
Email: <i>Property Owner Email</i>			
Signature: <i>Property Owner Signature</i>	Date: <i>Date</i>		

Page 3 of 3 – Mailing Instructions:

(12) Complete the checklist

<p>In addition to this form (MT-EZ), please complete the checklist below. ALL requests must include one copy of the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Copy of the effective FIRM panel on which the structure and/or property location has been accurately plotted <input type="checkbox"/> Copy of the Subdivision Plat Map (with recordation data and stamp of the Recorder's Office) <li style="text-align: center; padding: 2px 0;">OR <input checked="" type="checkbox"/> Copy of the Property Deed (with recordation data and stamp of the Recorder's Office), accompanied by a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses. The map should include at least one street intersection that is shown on the FIRM panel. <input checked="" type="checkbox"/> Please include a map scale and North arrow on all maps submitted.
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- (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.

This information was provided by the Kansas Department of Agriculture Division of Water Resources.

Flood maps and flood protection references are available at the Lansing Community Library. You may also visit or contact us at the Lansing Public Works Department at 727-2400, 730 First Terrace, Suite 3, to see if your property is within a mapped floodplain. If so, we can provide more information, such as the depth of flooding, past flood problems in the area, and copies of Elevation Certificates for most of the structures constructed in the floodplain since 2004. We can provide you with guidance on how to find an engineer, architect, or contractor to assist you with solutions. If your property is in a floodplain or has had flooding, drainage, or sewer backup problems, check out these sources of assistance to help identify the source of the problem. City staff may have knowledge of locations outside the regulatory floodplain that have experienced localized flooding in the past. Flood information and links to related resources are also available on the city of Lansing website, www.lansing.ks.us.

Always check with the Public Works Department Community Development Division before you build on, alter, re-grade, or fill on your property. A permit may be needed for your construction and to ensure that your project does not create flooding problems on other properties.

John W. Young, L.S.

Public Works Director/Floodplain Administrator

City of Lansing

730 First Terrace, Suite 3

Lansing, KS 66043

913-727-2400

FAX 913-351-3618