Conditional Letter of Map Revision based on Fill (CLOMR-F)
for Substantial Improvements & New Builds*

The following items are the minimum submittal requirements for all projects proposing substantial improvements (like rehabilitations, additions, reconstruction, and substantial damage) or new builds within a special flood hazard area (SFHA). Submit the following items for review to the Floodplain Counter located on the 5th Floor (west side) of Phoenix City Hall. Please contact Floodplain Management at (602) 262-4960 if you have any questions.

- MT-1 forms 1, 2 & 3.
- Payment form including processing fee.
- Copy of the plat map with Recorder's stamp or a copy of the property deed with Recorder's stamp and tax assessor's map.
- Copy of the effective Flood Insurance Rate Map (FIRM) panel.
- A grading and drainage plan prepared by a registered land surveyor or professional civil engineer licensed by the State of Arizona.
- The grading and drainage plan must include:
    - Designated floodplain boundary limits.
    - Proposed finish floor and lowest adjacent grade elevations.
    - Base flood elevation calculated using the FIRM and/or Flood Insurance Study (FIS).
    - Attach the following note to the grading and drainage plans "A Federal Emergency Management Agency (FEMA) elevation certificate must be completed for each structure constructed in a special flood hazard area (SFHA) before clearance for framing of that structure can be given. Two copies of the elevation certificate are to be submitted to the general or structural inspector."

*Please allow 2-3 months for completion of the floodplain clearance process.

Note: Floodplain Clearance can only be given after FEMA has approved the CLOMR-F. Also, a second floodplain clearance process will be required before clearance for framing which also requires FEMA approval before clearance is given.

Letter of Map Revision based on Fill (LOMR-F)
for Substantial Improvements & New Builds*

The following items are the minimum submittal requirements for all substantial improvements (like rehabilitations, additions, reconstruction, and substantial damage) or new builds within a special flood hazard area (SFHA). Submit the following items for review to the Floodplain Counter located on the 5th Floor (west side) of Phoenix City Hall. Please contact Floodplain Management at (602) 262-4960 if you have any questions.

- MT-1 forms 1, 2, & 3.
- Payment form including processing fee.
- Copy of the final plat map with Recorder's stamp or a copy of the property deed with Recorder's stamp and tax assessor's map.
- Copy of the effective Flood Insurance Rate Map (FIRM) panel.
- Copy of the Conditional Letter of Map Revision based on Fill (CLOMR-F).
- As-built grading and drainage plan prepared by a registered land surveyor or professional civil engineer licensed by the State of Arizona.
- As-built grading and drainage plan must include:
    - Designated floodplain boundary limits.
    - Existing finished floor and lowest adjacent grade elevations.
    - Base flood elevation calculated using the FIRM and/or Flood Insurance Study (FIS).
    - Elevation certificates for all structures located in a SFHA.
    - 95% soil compaction test results for all structures located in a SFHA.
    - Attach the following note to the grading and drainage plans "A Federal Emergency Management Agency (FEMA) elevation certificate must be completed for each structure constructed in a special flood hazard area (SFHA) before clearance for framing of that structure can be given. Two copies of the elevation certificate are to be submitted to the general or structural inspector."
- Any facilities which will require maintenance in the future must be constructed to City Specifications because the City is required to guarantee maintenance to FEMA.

*Please allow 2-3 months for completion of the floodplain clearance process.

Note: Floodplain Clearance can only be given after FEMA has approved the LOMR-F.