

Form 5 - Coastal Structures Form provides the basic information regarding hydraulic structures constructed along the coast. This form should be used for revision requests that involve new or proposed levees/dikes, breakwaters, bulkheads, seawalls, and/or revetments located along the coast.

Form 6 - Alluvial Fan Flooding Form provides the basic information for analyses of alluvial fans. This form should be used for revision requests involving alluvial fans.

Payment Information Form - Provides the basic information regarding any fees paid for a CLOMR, LOMR, or External Data Request.

## FEES

FEMA has implemented a procedure to recover costs associated with reviewing and processing requests for modifications to published flood information and maps. The current fees for review and processing of CLOMR and LOMR requests may be obtained from FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/firm\\_fees.shtm](http://www.fema.gov/plan/prevent/fhm/firm_fees.shtm) or by calling FEMA's Map Assistance Center at 1-877-FEMA MAP (1-877-336-2627).

Some requests for revisions may be exempt from the fees. NFIP Regulation, 44 CFR Ch. 1, Section 72.5, describes the circumstances for requests to be exempt from paying the fees. The exemptions are also described on FEMA's Internet site at [http://www.fema.gov/plan/prevent/fhm/firm\\_fees.shtm](http://www.fema.gov/plan/prevent/fhm/firm_fees.shtm).

Payment must be made by credit card, check or money order. Checks and money orders should be made payable in U.S. funds to the National Flood Insurance Program. Please forward payment along with a completed Payment Information Form to the following address:

### Using U.S. Postal Service:

Federal Emergency Management Agency  
Revisions Fee-Collection System Administrator  
P.O. Box 22787  
Alexandria, VA 22304

### Using Overnight Service:

Revisions Fee-Collection System Administrator  
c/o Michael Baker Jr., Inc.  
3601 Eisenhower Ave  
Alexandria, VA 22304

Please note, that the fee is to be sent to a different address than the request package. See page 4 for where to submit the request package.

## WHAT TO SUBMIT

A CLOMR or LOMR request should include the application forms along with the appropriate supporting information. A notebook-style format is preferred. The submittal should include the following:

1. Completed application forms.
2. Narrative on project and submittal (optional but very helpful). Knowing the project and purpose of the request better ensures the needs of the requester are met.
3. Hydrologic Computations (if applicable) along with digital files of computer models used.
4. Hydraulic Computations (if applicable) along with digital files of computer models used.
5. Certified topographic map with floodplain and floodway (if applicable) delineations.
6. Annotated FEMA FIRM and/or FBFM to reflect changes due to project (FIRMs and /or FBFMs can be ordered on-line at <http://store.msc.fema.gov/>).
7. Items required to satisfy any FEMA NFIP regulatory requirements.

Before FEMA will replace the effective FIS information with the revised, the requester must: (a) provide all of the data used in determining the revised floodplain boundaries, flood profiles, floodway boundaries, etc.; (b) provide all data necessary to demonstrate that the physical modifications to the floodplain meet NFIP regulations, have been adequately designed to withstand the impacts of the 1% annual chance flood event, and will be adequately maintained; and (c) demonstrate that the revised information (e.g., hydrologic and hydraulic analyses and the resulting floodplain and floodway boundaries) is consistent with the effective FIS information.