

Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ *Lower Keys Office:* 5503 College Road, Key West, 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ *Ocean Reef Office:* 11601 CR 905, Key Largo, FL 33037, (305) 453-8765

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

Application for Community Acknowledgement of Letter of Map Revision

The Monroe County Building Department is the local agency responsible for floodplain management in all unincorporated areas of Monroe County. The Monroe County Building Department is responsible for acknowledging and transmitting a property owner's request for a revision to the Adopted Flood Insurance Rate Maps (FIRMs) to the Federal Emergency Management Agency (FEMA).

An application fee per current Monroe County Building Department Fee Resolution will be charged.

Date of Application		
PROPERTY INFORMATION		
Property Owner(s) Name: (Business/Corp must include documents showing who has legal authorization to sign)	Property Owner(s) Contact Mailing Address (Street, City, State and Zip Code)	
Home Phone	Cell Phone	Email Address
Property Address Street City, State & Zip Code		Approx. Mile Marker:
Block	Lot	Subdivision
Legal Description of Property: (If in metes and bounds, attach legal description on separate sheet.)		
Parcel Id Number:	FIRM Panel Number:	
FLOOD ZONE AND ELEVATION INFORMATION		
Flood Zone:	Required Base Flood Elevation:	
PROPOSED Flood Zone (based upon requested map amendment):	PROPOSED Base Flood Elevation (based upon requested map amendment):	
Have there been any past LOMA's, LOMR's, etc.? If YES, describe each, date of each, and if Letter was awarded.		

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APPLICANT / AGENT INFORMATION and SIGNATURES			
Hydraulic Engineer Name:	Company Name:	Mailing Address (Street, City, State and Zip Code)	
License Number:	License Expires on (mm/dd/yyyy):	Work Phone	Email Address

Signature of Owner:

Date:

Signature of Applicant Agent:
 (Hydraulic Engineer, Architect, Surveyor)

Date:

Monroe County Staff Acknowledgement:	
As the community official responsible I hereby acknowledge that: Check Box if Completed.	
Floodplain Management:	<input type="checkbox"/> This Letter of Map Revision (LOMR) or conditional LOMR request has been received and reviewed.
Enter Staff Name:	<input type="checkbox"/> Based upon the community's review (staff and technical consultant), we find the completed or proposed project meets or is designed to meet all of the community floodplain management requirements, including the requirements for when fill is placed in the regulatory floodway,
	<input type="checkbox"/> We have determined that the land and any existing or proposed structures to be removed from the SFHA are or will be reasonably safe from flooding as defined in 44CFR 65.2(c), and Certified Topographic Information
Environmental Resources	<input type="checkbox"/> For actions authorized, funded, or being carried out by Federal or State agencies, documentation from the agency showing its compliance with Section 7(a)(2) of the ESA will be submitted.
Enter Staff Name:	<input type="checkbox"/> All analyses and documentation used to make this determination available upon request by FEMA, as well as web permit search application and GIS application.
	<input type="checkbox"/> All necessary Federal, State, and local permits have been, or in the case of a conditional LOMR, will be obtained.
	<input type="checkbox"/> For Conditional LOMR requests, the applicant has documented Endangered Species Act (ESA) compliance to FEMA prior to FEMA's review of the Conditional LOMR application.
	<input type="checkbox"/> For LOMR requests, compliance with Sections 9 and 10 of the ESA has been achieved independently of FEMA's process.