

# Monroe County FL Building Department

*Lower Keys Office: 5503 College Road, Key West, (305) 295-3990*

*Middle Keys Office: 2798 Overseas Highway, Marathon, FL (305) 289-2501*

*Upper Keys Office: 102050 Overseas Highway, Key Largo, FL (305) 453-8800*

*Ocean Reef Office: 11601 CR 905, Key Largo, FL (305) 453-8765*

## Application for Appeal of Federal Emergency Management Agency (FEMA) Preliminary Map Amendment:

### APPEALS

Any community or individual property owner can appeal proposed changes to flood hazard information or comment on other information included on the preliminary flood hazard maps, also known as Flood Insurance Rate Maps (FIRMs) and the preliminary Flood Insurance Study (FIS) report.

Per FEMA, an appeal must be based on data and documentation showing the proposed flood hazard information shown on the preliminary FIRM or in the FIS report is scientifically or technically incorrect. Appellants need to demonstrate better methodologies, assumptions or data exists and provide alternative analyses that incorporate those methodologies, assumptions, or data if appropriate. The results must show an overall change in the flood hazard information shown on the preliminary FIRM and/or in the FIS report.

Formal appeals of the Preliminary Maps to areas in Unincorporated Monroe County must be submitted to FEMA through Monroe County. An Appeal application required for submittal with all proposed Appeals to the Preliminary Flood Maps may be downloaded [HERE](#). These Appeals will have non-refundable fees due at submission, based upon current Monroe County Building Department Fee Resolution: an application fee and a \$5,000 deposit required to be submitted as part of the application. The \$5,000 deposit will be held in escrow and the money from this deposit will be used on an as-required basis by the County's consultant in analyzing the individual appeal. At the conclusion of the appeal, any remainder of the deposit will be returned to the Applicant. If fees by the consultant are greater than \$5,000, then additional fees will be requested by the County to cover the actual expense.

Additional information regarding FEMA Appeals to Preliminary FIRMS and the Appeals process may be found at:

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## Preliminary Flood Insurance Rate Map (FIRM) Informational Reference Document

The release of preliminary data is an important step in a community’s flood mapping lifecycle. The benefit for the public in viewing community’s preliminary data before it becomes an effective FIRM is that it allows the public to:

1. Voice their opinions or concerns regarding how the data may affect them, via Monroe County “Comment Statement”; and/or
2. Challenge Preliminary Map flood zone designation, via Monroe County “Appeal Application”.

Monroe County has two (2) forms available for the desired submission through Monroe County to FEMA: The “Comment Statement” form and the “Appeal Application”.

When determining which form to use, please note the highlighted differences below:

	<b>Comment Statement</b>	<b>Appeal Application</b>
Qualifications to be met for submission:	<b>None</b>	Area in question shows new or revised Base Flood Elevation (BFE)  Area in question shows a new or revised Special Flood Hazard Area (SFHA) boundaries (including both increases and decreases in the extent of the SFHA)  Area in question where there is a change in SFHA zone designation and areas showing new or revised regulatory boundaries.
Requires fee paid to Monroe County	<b>NO</b>	YES*
Requires Narrative describing issue	YES	YES **
Copy of Preliminary Flood Map Panel (with noted requested changes to the floodplain shown)	YES	YES
Elevation Certificate signed and sealed by Licensed Surveyor or Professional Engineer	YES	YES
Certified Topographic Information	YES	YES
Requires New digital Model Data, which requires professional services.	<b>NO</b>	YES
FEMA will consider for FIRM revision	<b>MAYBE</b>	YES

\*Per Building Fee Resolution. The required escrow fee covers the cost of experts hired by the Building Department of Monroe County to review technical data/evidence submitted by the applicant compared to the FEMA Preliminary map data/modeling; Escrow fee not required if applicant hired private professional for this task. Any unused funds deposited by the applicant will be returned upon the County forwarding the appeal to FEMA. If technical consultant cost for review is greater than \$5,000, and only \$5,000 was initially deposited, applicant shall pay additional fees.

\*\* Depending on what specific aspect of the study is being challenged, various types of data are required to support an appeal. In some cases, the applicant is required to submit a revised flood study, including updated hydrologic and/or hydraulic analyses, flood profiles, and floodplain boundaries, using alternate methods or data that are believed to be superior to those used in the preliminary study.

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## Application for Appeal of a Preliminary Flood Insurance Rate Map

An application must be deemed complete by Staff prior to the item being scheduled for review.

Fee(s) Per Building Fee Resolution\*

Date of Application	
<b>PROPERTY INFORMATION</b>	
Property Address City, State & Zip Code	Approx. Mile Marker
Parcel Id / Real Estate (RE) Number:	Alternate Key Number
Legal Description of Property: (If in metes and bounds, attach legal description on separate sheet.)	
Block	Lot
Subdivision	
Property Owner(s) Name and Mailing Address: (Business/Corp must include documents showing who has legal authorization to sign)	
Contact Phone	Email Address
<b>APPLICANT INFORMATION</b>	
Applicant Name / Agent Name Authorized to Act for Property Owner and Mailing Address: (Agents must provide notarized authorization from all property owners.):	
Contact Phone	Email Address
Professional Service:	<input type="checkbox"/> I wish to use Monroe County's professional service for technical analysis* <input type="checkbox"/> I have employed a private professional for technical analysis (detail below)
Name of Professional:	
<b>PROPERTY FLOODPLAIN INFORMATION:</b>	
Has this property ever flooded before? If so explain.	
Current Flood Zone	Base Flood Elevation
FIRM Panel # from Preliminary Maps:	
Proposed Preliminary Maps Flood Zone	Proposed Preliminary Map Base Flood Elevation
Is this property proposed to be included in LIMWA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>WHAT TYPE OF REVISIONS ARE YOU REQUESTING:</b>	
<input type="checkbox"/> Amended Preliminary Map Flood Zone	<input type="checkbox"/> Amended Preliminary Map Base Flood Elevation
<input type="checkbox"/> Removal from LIMWA	
Engineer Name and Address:	Engineer License #:
	Expiration Date of License:
Contact Phone	Email Address

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<b>Required Confirmation of Technical Information Submitted with Appeal Application</b>	
Unless appeals are based on indisputable mathematical or measurement errors or the effects of natural physical changes that have occurred in the floodplain they must be accompanied by all data that FEMA needs to revise the preliminary version of the FIS report and FIRMs. <b>Check boxes to indicate all documentation has been submitted with application.</b>	
<input type="checkbox"/>	New Digital Model Data. These data could include: Updated hydrologic or hydraulic analyses, digital data, any revised coastal transects and delineated revised SFHA zones.
<input type="checkbox"/>	Certified Topographic Information
<input type="checkbox"/>	Elevation Certification Signed and Sealed by a Licensed Surveyor or Professional Engineer
<input type="checkbox"/>	Copy of the Preliminary Flood Map Panel (with requested changes to the floodplain shown).
<input type="checkbox"/>	Narrative describing reason for appeal indicating difference between FEMA's analysis and applicant's analysis.
<input type="checkbox"/>	Other Information:

**\*\*OFFICIAL USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE\*\***

<b>Community Name</b>	FIRM PANEL NUMBER
<b>Street Name with Cross Street</b>	Reviewer/Date

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