

## Process for Using LiDAR Derived Contours for LOMAs

This abbreviated LOMA application process is intended for locations where it is clear that the entire building (or the entire lot) is above the base flood elevation (BFE) based on review of the LiDAR derived contour elevations compared to the base flood elevation.

Certified contour elevations are being used in lieu of a lowest adjacent grade (LAG) for buildings and lowest lot elevations (LLE) for properties. To derive the LAG/LLE elevation, first identify the lowest adjacent contour and then subtract either one foot or half the contour (whichever is more conservative).

ALL the following items are required:

1.  Verify the request is for a single lot (not for multiple lots or a subdivision), and that no filling has occurred on that lot (since the effective date of the first map showing that area as Zone A or Zone AE).
2.  Verify the LiDAR for the parcel area is certified for use in LOMA applications; Attach the State LiDAR certification letter for the area that includes the site location.
3.  Complete page 1 of the FEMA MT-EZ form
4.  Include map of the site prepared by: (a) city, county or other government agency, (b) licensed surveyor, or (c) professional engineer. The map shall include:
  - \_\_\_\_\_ Best available aerial that shows the structure in question
  - \_\_\_\_\_ LiDAR contours (labeled, **with datum noted**)
  - \_\_\_\_\_ Zone A or Zone AE Flood zone overlay
  - \_\_\_\_\_ Parcels (lots)
  - \_\_\_\_\_ Addresses
  - \_\_\_\_\_ North arrow and scale
  - \_\_\_\_\_ Date prepared, and logo (or other ID) of the professional engineer, licensed surveyor, or city, county or agency preparing the map and date prepared
  - \_\_\_\_\_ Identify the contour elevation that is touching or nearest (below) the Lowest Adjacent Grade of the building (or the lowest lot elevation, if a full lot request)
5.  Include the Base Flood Elevation (BFE), **including datum**, and the source of the BFE, if available. (If not available, include a cover note explaining who was contacted to confirm no “best available data” are available, i.e., from MnDNR, the watershed district, the city, etc.)
6.  (Optional, but preferred) Include the Geographic Coordinate Data (i.e., Latitude & Longitude), including the horizontal Datum (the Lat/Long that can be seen in some internet address mapping sites are acceptable)
7.  Include a copy of the plat or deed (with recordation data and stamp of the Recorder’s Office), as noted on page 3 of the FEMA MT-EZ form. (Obtain from county offices.)

Mail this packet, with all required attachments, to the address noted on page 3 of the MT-EZ form. **NOTE: Please do *not* submit original documents. Please retain a copy of all submitted documents for your records.**

