

Removing Structure or Property from the Flood Hazard Area

FEMA provides a process for the *property owner* to request a change in the flood zone designation for the property when the property owner thinks their property was inadvertently mapped in the Special Flood Hazard Area on a Flood Insurance Rate Map (FIRM).

A **Letter of Map Amendment**: A letter from DHS-FEMA stating that an existing structure or parcel of land that has not been elevated by fill (natural ground) would not be inundated by the base flood.

The *property owner* must obtain the following:

1. **Obtain the FEMA MT-EZ form.** Go to FEMA web site (www.fema.gov) and search for MT-EZ, or directly to www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm
2. **Recorded Deed.** Copy of your property Deed. If you do not have a personal copy, contact your county recorder's office. A recorded plat can also be submitted if a recorded deed is not available. Hamilton County Register of Deeds 423.209.6560
3. **Computer Mapping (aka GIS) Based Flood Map.** A map obtained from your city or county with your property highlighted. Include the best available recent aerial photo that shows your structure, the parcel layer (boundary lines), a scale and north arrow, and a logo or some other proof that a governmental unit prepared the map. If topographic contours are available, include that layer (especially if they are more recent 1 or 2 foot contours). If possible, have the GIS map at a big enough scale so the reviewer can see a near-by street intersection. Some cities and counties have interactive maps on their web sites that allow you to print a map like this on your own. In some communities you will need to contact your city or county and request a map like this be prepared, and there may be a charge. Hamilton County GIS (mapping / plats) 423.209.7760
4. **Elevation Data.** IF the STRUCTURE is not in the mapped 1% annual chance floodplain (the SFHA or high flood risk area), a survey is not required. If the structure is in, touches, or is very close to the SFHA, a survey or other official topographic data must be included. Typically, a FEMA elevation certificate is obtained by the *property owner* paying a licensed surveyor or engineer to complete the certificate.
5. **A FEMA FIRMette Map.** A FIRMette is a full-scale section of a FEMA Flood Insurance Rate Map (FIRM). The FIRMette also includes the map title block, north arrow, and scale bar. You can make your own FIRMette by going to FEMA's Map Service Center at www.msc.fema.gov (there is a tutorial on how to make a FIRMette on the bottom right corner of the home page).

Hamilton County Engineering (Flood Maps – paper copy) – 423.209.7810

Ronnie Blaylock, Jr. | Hamilton County Floodplain Administrator

Director | Building Inspection

Hamilton County Government

Office: 423.209.7860

RonnieB@hamiltontn.gov

Amy J. Miller | State NFIP Coordinator

Office of Emergency Services

Office: 615-770-1084 Cell: 615-866-8342

Amy.J.Miller@tn.gov

<http://tn.gov/environment/section/nfip-national-flood-insurance-program>