



# URBAN DRAINAGE & FLOOD CONTROL DISTRICT

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### **Important Changes in CLOMR and LOMR Submittal Requirements for Projects within the Urban Drainage and Flood Control District**

(June 17, 2015)

We are changing our submittal requirements. With the implementation of FEMA's Online Letter of Map Change (LOMC) tool, we anticipate a complete elimination of paper submittals, and a simplified transfer of supporting documentation.

The Urban Drainage and Flood Control District (District) has been reviewing requests for Letters of Map Change (LOMCs) for the Federal Emergency Management Agency (FEMA), since 2001. The District processes Conditional Letters of Map Revision (CLOMRs) and Letters of Map Revision (LOMRs). There are now *two* choices for submitting a LOMC request for review.

#### 1) **LOMC submittal directly to the District:**

LOMC Submittals to the District will be in digital format. The appropriate payment form and fee (if check, made out to National Flood Insurance Program) must be included with the digital submittal. Submit a *single copy* of *all* the *electronic files* for completed application documents, and the supporting documentation on a CD, DVD, or thumb drive (per the *Revised DLOMC Checklist*) to the District at:

Urban Drainage and Flood Control  
District Attn: Floodplain Manager  
2480 West 26<sup>th</sup> Avenue, Suite 156-B  
Denver, CO 80211

If you are submitting directly to the District, *do not submit an application or fee to FEMA*. Doing so may delay consideration of your request.

#### 2) **LOMC submittals directly to FEMA using the Online LOMC tool (with a reduced processing fee):**

Information about the Online LOMC tool is available in the "Online Letter of Map Change - Frequently Asked Questions", at the following link:

[http://www.fema.gov/media-library-data/20130726-1859-25045-7664/online\\_lomc\\_faq.pdf](http://www.fema.gov/media-library-data/20130726-1859-25045-7664/online_lomc_faq.pdf)

You can also go to the FEMA website (www.fema.gov) and type 'Online LOMCs' in the Search Box. Payment for an Online LOMC is submitted with the online application.

Benefits from this new procedure:

- 1) District LOMC Submittals:
  - Reduction in the number of submittal copies required.
  - No paper copies.
- 2) Online LOMC Submittals:
  - The case will be opened online once the fee has been submitted.
  - The District will be notified of the new case, and applications will still be reviewed locally.

**Please use one of the two foregoing options for any new cases submitted after August 1, 2015**

Current LOMC processing fees can be found on the FEMA website (<https://www.fema.gov/flood-map-related-fees>). Please note that a digital submittal to the District (option 1) has a different and higher review fee as compared to the online LOMC submittal (option 2). Questions can be directed to me at 303-455-6277 or [dmallory@udfcd.org](mailto:dmallory@udfcd.org).

We expect these changes to help us and FEMA provide better service to you.