

General Submittal Requirements

This is a checklist of materials required to submit a LOMR-F application packet for review by Floodplain Management. Once the application packet is approved, the Floodplain Administrator will return a signed Community Acknowledgement (CAF) form.

Structure Removal

- Cover letter listing content of application packet
- Property Information Form (MT-1 Form 1)
- Finished construction elevation certificate
- Address list (for multiple properties)
- Recorded plat **OR** deed and tax assessor's map
- FIRMette
- Building permit number

Metes & Bounds Removal

- Cover letter listing content of application packet
- Property Information Form (MT-1 Form 1)
- Elevation Form (MT-1 Form 2)
- Address list (for multiple properties)
- Recorded plat **OR** deed and tax assessor's map
- FIRMette
- GIS shapefile.
- Certified metes and bounds description and map
- Building permit number (optional)

Property Removal

- Cover letter listing content of application packet
- Property Information Form (MT-1 Form 1)
- Elevation Form (MT-1 Form 2)
- Address list (for multiple properties)
- Recorded plat **OR** deed and tax assessor's map
- FIRMette
- Building permit number (optional)

Where to find materials

Property Information Form – Is part of the MT-1 Form 1 and can be found on the [FEMA website](#).

Finished construction elevation certificate – Completed and signed by a Professional Surveyor and Mapper.

Elevation form – Is part of the MT-1 Form 2 and can be found on the [FEMA website](#).

Property deed and tax assessor's map – Both items can be found on the [Lafayette Parish Tax Assessor's Website](#)

Subdivision Plat Map – Found at the [Lafayette Parish Clerk of Court](#)

FIRMette – Can be created on the [FEMA Map Service Center](#) website.

Community Acknowledgement Form (CAF) – Signed by Floodplain Administrator after review of the application.

LOMR-F submittal checklist updated 10/21/2020