

# Special Flood Hazard Properties Elevated by Fill Conditional Letter of Map Revision by Fill (CLOMR-F) process

## **Step 1: Submit CLOMR-F Application to the City**

The CLOMR-F application requirements, listed below, can be completed/assembled and shall be submitted to the City for review. Once deemed adequate, the City Floodplain Administrator signs the Community Acknowledgement Form (Form 3) and provides a cover letter for the CLOMR-F Application (see Example 1)

1. Property Information Form (MT-1 Form 1)
2. Elevation Form (MT-1 Form 2)
3. Community Acknowledgement Form (MT-1 Form 3)
4. Payment Information Form (see [FEMA fee schedule](#) for payment)

### Supporting documents

5. Only when the project is in Flood Zone A, provide Base Flood Determination Letter and Exhibit prepared by the engineer/surveyor of record. (see Example 2)
6. Effective FIRM panel with site clearly indicated
- 7a. Subdivision Plat Map for the property (**with recordation data and stamp of the Recorder's Office**), OR
- 7b. Property Deed (**with recordation data and stamp of the Recorder's Office**) **accompanied by** a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses
8. Endangered Species Act (ESA) Requirements (see page 3)
9. ESA Letter with FEMA required language (see example 3)
10. Grading and Drainage Plan  
The copy of the grading and drainage plan to be submitted is the City approved copy, if already approved, or the latest submitted before the Floodplain Administrator has signed the Community Acknowledgement form.

## **Step 2: Submit CLOMR-F Application to FEMA**

Applicant submits the CLOMR-F Application to FEMA via the Online LOMC process. If FEMA review requires additional data or corrections to the CLOMR-F Application, the Applicant must continue coordinating with FEMA until the CLOMR-F Application is approved.

## **Step 3: Submit Project Plans to the City**

Submit project plans to the City, including as applicable, the Grading and Drainage Plan and the Drainage Report for review. Once the plans are approved, and all documents required as a condition of issuing a construction permit are accepted/approved a construction permit will be issued.

**Notes:**

- **Finished Construction**

- Once construction is complete, including as-built data collected, the LOMR-F process can begin (see LOMR-F process).

- **Certificate of Occupancy**

- Certificate of Occupancy will not be issued by the City until:

- The elevation certificate is approved by the City

- The CLOMR-F application is approved by both the City and FEMA

- A copy of the determination letter is received by the City

## Endangered Species Act (ESA) Requirements

- a. Generate a report by Arizona Game and Fish Department Online Environmental Tool at <https://ert.azgfd.gov/>.
- b. A vicinity map identifying the project location is entirely within the limits of the City of Scottsdale is generated by the above website.
- c. If threatened (LT) and/or endangered (LE) species are within the project vicinity, then documentation with photos is required to show no food source, breeding grounds, or habitats within the project area. If threatened (LT) and/or endangered (LE) species are documented, then a more formal biological evaluation report is required and local entities will provide guidance and monitor the project's design & construction to not harm and/or impact the threatened and/or endangered species.
- d. Generate and utilize the U.S. Department of Interior Fish and Wildlife Service species list at <https://ipac.ecosphere.fws.gov/> to identify the threatened and/or endangered species within the project area, their food source and determine if critical habitats exist within the project area.
- e. Document in writing with photographs that the project area does not contain habitat for California least tern, southwestern willow flycatcher, Yuma clapper rail and yellow-billed cuckoo, based on habitat descriptions from the U.S. Department of Interior Fish and Wildlife Service website mentioned above.
- f. ESA letter with FEMA required language. (see Example 3)



City of Scottsdale, Floodplain Administration 7447 E. Indian School Rd., Suite #125, Scottsdale, AZ 85251  
(480) 312-4317 (phone)

(Date)

LOMC Clearinghouse  
847 South Pickett Street  
Alexandria, Virginia 22304-4605

Attn: LOMC Manager

RE: CONDITIONAL LETTER OF MAP REVISION BASED ON FILL (CLOMR-F)  
(Address)  
PANEL (number), (effective date)

Please find enclosed Conditional Letter of Map Revision based on Fill (CLOMR-F) application for (address).

Following items are included with this application.

1. Property Information Form (MT-1 Form 1)
2. Elevation Form (MT-1 Form 2)
3. Community Acknowledgement Form (MT-1 Form 3)
4. Payment Information Form (dollar amount)
5. Base Flood Determination Letter for Zone A only
6. Effective FIRM panel with site clearly indicated
7. Subdivision Plat Map or Property Deed with the recordation date & stamp or Other Certified Maps
8. Endangered Species Act (ESA) report
9. ESA letter with FEMA required language
10. Grading and Drainage Plan

If you have any questions on this CLOMR-F application, please contact me at (480) 312-4317.

Sincerely,

Hasan Mushtaq, Ph.D., P.E., CFM, PMP  
Floodplain Administrator

Cc: Mr. Brian Cosson, CFM, ADWR, 1110 W Washington Suite #310, Phoenix, AZ 85007  
Engineer of record  
Staff at Flood Control District of Maricopa County

**Cover Letter CLOMR – F**  
**Example 1**

(Company Letterhead)

(Date)

City of Scottsdale  
Planning and Development Services Department  
7447 E. Indian School Road, Suite #125  
Scottsdale, AZ 85251

Attn: Floodplain Administrator

(Company name) has surveyed and completed an elevation certificate based on Under Construction or Design Plans for the property at (address). Currently, the property is located in a Special Flood Hazard Area (SFHA) known as Zone A according to the Flood Insurance Rate Maps on Panel (number), effective on (date).

(Company name) has determined the Base Flood Elevation (BFE) to (number) feet (using the NAVD88 datum) by measuring elevations perpendicular along both canal banks over the width of the property. The highest canal bank elevation was determined to be the BFE because the ponding would breach the canal banks and flow to the other side. This procedure for determining the BFE behind canal banks is accepted by the City of Scottsdale Stormwater Management. The vertical datum conversion between NGVD1929 and NAVD 1988 is plus (conversion factor) feet according to VERTCON website by National Geodetic Survey for the surveyed property.

Please feel free to contact me with any questions.

Sincerely,

(sign)

(seal)

## Base Flood Determination Letter Example 2

(Date)

City of Scottsdale  
Planning and Development Services Department  
7447 E Indian School Road, Suite #125  
Scottsdale, AZ 85251

Re: Endangered Species Act (ESA) Section 7 & 9 Compliance Letter

Attn: Floodplain Administrator

The construction site is located at (address) and is recognized as parcel (APN) by the Maricopa County Assessor's Office. We have reviewed the threatened and endangered species for this area within a 3-mile vicinity using the tools from AZ Game & Fish and US Fish & Wildlife (see attachment).

This proposed project is not known to have threatened, endangered or proposed species, nor affect their designated or proposed critical habitat based upon the species list provided (see attachment).

Based on a site visit, I the project proponent, confirm that there is no potential for take to occur as a result of the project. Take means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct, will not occur to threatened and endangered species located in the county as a result of the project.

Also, based upon the threatened and endangered species and critical habitats descriptions from the species list (and documented site visits), the project site does not contain the following species and critical habitats for the California least tern, southwestern willow flycatcher, Yuma clapper rail or yellow-billed cuckoo.

Sincerely,

(sign)  
(seal)  
(name & address)

## ESA Letter with FEMA required language Example 3