MT-2 Applications

(Less than 100 or Greater than 100 Acres)

☐ Complete FEMA MT-2 Application
☐ Basin analysis including the total area of the basins. Select the fee accordingly.
☐ ESA compliance documentation (required for CLOMRs only)
☐ The documents listed below are the minimum and general requirements to submit the application.
   MT2 forms 1, 2, 3 and 6 have specific documents that are required. For a full description of the requirements visit https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2
☐ Advisory: additional documentation may be requested.
☐ Do not include any payment information like account number or credit card number.

GENERAL REQUIREMENTS ELEMENTS

☐ NARRATIVE: Please provide a written description of the purpose of the request, the scope of the proposed/as-built project, and the methodology used to analyze the project effects.

☐ MT-2 APPLICATION FORMS: Please provide completed forms applicable to your request. Ensure that MT-2 Form 1 was signed by the requester, certifying engineer, and each community affected by the revision.

☐ HYDROLOGIC ANALYSIS: If applicable, please provide a FEMA-acceptable hydrologic analysis in digital format, a drainage area map, and associated backup information (e.g., calculations used to determine lag time, CN, and loss values, as well as land use and soil maps). FEMA-acceptable models can be accessed at https://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/numerical-models-meeting-minimum-requirements

☐ HYDRAULIC ANALYSIS: Please provide a FEMA-acceptable hydraulic analysis in digital format. Information on FEMA-acceptable models can be accessed at https://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/numerical-models-meeting-minimum-requirements

☐ CERTIFIED TOPOGRAPHIC WORK MAP: Please provide a certified topographic work map that meets the mapping requirements outlined in MT-2 Form 2. If available, please provide spatially referenced Geographic Information System (GIS) data. If GIS data are not available, you may submit digital Computer-Aided Design (CAD) data.

☐ ANNOTATED FIRM: Please submit a revised Flood Insurance Rate Map (FIRM), at the scale of the effective FIRM, which shows the revised boundary delineation of the base (1-percent-annual-chance) floodplain, 0.2-percent-annual-chance floodplain, and regulatory floodway and how it ties into the boundary delineation shown on the effective FIRM at the downstream and upstream ends.
☐ REVIEW FEE PAYMENT: Please include the appropriate review fee payment. The current fee schedule is available on the FEMA website at https://www.fema.gov/flood-map-related-fees

☐ MEET 65.10 REQUIREMENT: If you intend to show that a berm/levee/floodwall reduces the flood hazard, please submit all the NFIP data requirements outlined in Title 44, Chapter 1, Section 65.10 of the Code of Federal Regulations (44 CFR §65.10).

☐ OPERATION AND MAINTENANCE PLAN: If the request involves a berm, levee, floodwall, dam, and/or detention basin project, please submit an officially adopted operation and maintenance plan.

☐ PROPOSED/AS-BUILT PLANS: Please submit proposed/as-built plans, certified by a registered Professional Engineer, for all project elements for which this applies.

☐ FLOODWAY NOTICE: If the revision results in changing or establishing regulatory floodway boundaries, please provide a floodway public notice or a statement by your community that it has notified all affected property owners, in compliance with the National Flood Insurance Program (NFIP) regulations at 44 CFR §65.7(b)(1).

☐ PROPERTY OWNER NOTIFICATION: If the revision results in any widening/shift/establishing of a base floodplain and/or any increasing/establishing of Base Flood Elevations (BFEs), please provide copies of the individual legal notices sent to all property owners affected by increased flood hazards.