



Fairbanks North Star Borough
Department of Community Planning
 907 Terminal Street / P.O. Box 71267
 Fairbanks, Alaska 99707-1267
 (907) 459-1260
 planning@fnsb.gov

LETTER OF MAP CHANGE
LOMA NO. _____

DATE: _____

FEES: None

Applicant:		Property Owner:	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone:		Phone:	
Mobile:	Fax:	Mobile:	Fax:
E-mail:		E-mail:	
Property Information:			
Parcel Description (i.e. Lot, Block, Subdivision):			
Street Address with City, State & Zip Code:			
Parcel Account Numbers (PAN):		Flood Zone:	
Structure Information:			
Finished Construction Elevation Certificate Required:			
<input type="checkbox"/> Attached BFE _____ Datum: <input type="checkbox"/> NGVD29 <input type="checkbox"/> NAVD88 <input type="checkbox"/> Other _____			
<u>Has fill been placed on your property to raise ground that was previously below the BFE?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Type of Structure:</u> <input type="checkbox"/> House <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment Building <input type="checkbox"/> Shed <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	
<u>Will Fill be placed on your property to raise ground that is below the BFE?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Date of Construction:</u> 	

I hereby certify that (I am) (I am authorized to act for) the owner of the property. By signing this, I am aware that there is a \$50 fee if FEMA requires a formal community letter or Community Acknowledgement Form to complete this application.

APPLICANT SIGNATURE: _____ DATE: _____

To be completed by staff:

Received By:	Date:	Submittal Date:	Requested Info. Submittal Date:	Completed Date:	Status:

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

SUBMITTAL REQUIREMENTS/CHECKLIST

Submittals numbered 1 – 4 are required for LOMA application. Submittals numbered 5 – 7 may also be required and/or requested from FEMA.

SUPPORTING DOCUMENTS ATTACHED:

- 1. Copy of the effective FIRM panel [FIRMette] on which the structure and/or property location has been accurately plotted
- 2. Copy of the Subdivision Plat Map for property (with recordation data and stamp of the Recorder's Office)
or
- Copy of the Property Deed (with recordation data and stamp of the Recorder's Office)
- 3. Tax Assessor's Map or other suitable map document [Vicinity Map]
- 4. Form 2 - Elevation Form [Finished Construction Elevation Certificate]
- 5. Form 3 - Community Acknowledgment Form (required for LOMAs with a structure in the floodway)
- 6. A metes and bounds description and map of the area to be removed, certified by a licensed land surveyor or registered professional engineer (required when a portion of the property is requested)
- 7. Additional Supporting Data