

# Letter of Map Amendment – Out As Shown LOMA–OAS Instructions Form MT-EZ

The FEMA Out As Shown determination is a no cost application and will state that the property or building is correctly shown outside the Special Flood Hazard Area and therefore, the mandatory flood insurance requirement does not apply.

**Obtain MT-EZ Form:** The MT-EZ form can be obtained through the FEMA website at [www.fema.gov/plan/prevent/fhm/dl\\_mt-ez.shtm](http://www.fema.gov/plan/prevent/fhm/dl_mt-ez.shtm) where it is also available in Spanish.

## Documents That Must be Submitted With Form MT-EZ:

- 1. Recorded Deed:** Attach a copy of your property deed and recorded survey (plat). The book and page number as recorded with the Spartanburg County Register of Deeds must be clearly visible on the deed. If you do not have a personal recorded copy, it can be obtained through the Spartanburg County Register of Deeds at 366 N. Church Street, (864) 596-2514 or online at [www.spartanburgcounty.org](http://www.spartanburgcounty.org), click on “Register of Deeds Information”, then type in the book and page number.
- 2. Aerial Map:** A GIS based aerial map of your property with property lines and flood zones delineated. You can prepare and print your own map by utilizing Spartanburg County’s Geographic Information System at 366 N. Church Street, You may also request a map be produced for you through Spartanburg County Engineering at (864) 595-5320.



**Instructions for Completing Form MT-EZ:** For Out As Shown requests, only the first page of the MT-EZ need to be completed and submitted along with the above noted documents.

1. Section A, write "OAS" after the word LOMA, in the fourth box down from the top.

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| LOMA: OAS | A letter from DHS-FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the base flood. |
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2. Answer question 1 as "No". If fill has been placed on your property to raise the ground previously below the Base Flood Elevation, you will need to file a request for a Letter of Map Revision based on Fill (LOMR-F), a completely separate process.

No  Yes – If Yes, STOP!! – You must complete the MT-1 application forms; visit

or call the FEMA Map Information eXchange toll free: (877-FEMA MAP) (877-336-2627)

3. Under question 2 write the address of the property, if assigned, and the Lot, Block, and Subdivision or, Section, Township and Range of the subject property.

123 Vermont Avenue Lot 45, Block A, Great States Subdivision

4. Under question 3, check the first box "A structure on your property? And answer "What is the date of Construction?"

A structure on your property? What is the date of construction? 10/1998 (MM/YYYY)

A portion of your legally recorded property? (A certified metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor, are required. For the preferred format of metes and bounds descriptions, please refer to the MT-EZ Instructions.)

Your entire legally recorded property?

5. COMPLETELY fill out the last box on the page including Applicant Name, Mailing Address, Email Address, Daytime Telephone Number, and Fax number if available. Sign and date the form.

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| All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001. |  |
| Applicant's Name (required):<br>John Doe  | E-mail address (optional) <input checked="" type="checkbox"/> By checking here you may receive correspondence electronically at the email address provided:<br>jdoe@domain.com |
| Mailing Address (include Company name if applicable) (required):<br>123 Vermont Avenue<br>City, State, Zip Code   | Daytime Telephone No. (required):<br>(012) 345-6789  |
|   | Fax No. (optional):  |
| Signature of Applicant (required)<br>John Doe   | Date (required)<br>10/24/2011  |

**Instructions for Mailing LOMA-OAS Request:**

In addition to the completed and signed first page of the MT-EZ form, attach a copy of the recorded deed of your property along with GIS based aerial map with floodplain delineation and mail to:

LOMC Clearinghouse  
Attn: LOMA Manager  
847 South Pickett Street  
Alexandria, VA 22304-4605