

EEP PPPM Section 8.3.2.2.5		Document No.: IMP.PRO.02.02.05	
Procedure Title: Preparing and Submitting Applications for Floodplain Development Permits for DBB projects		Rev. No. 2	Page: 1 of 7
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## 1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure describes how to comply with FEMA regulations and obtain a floodplain development permit for a project within a FEMA-regulated special flood hazard areas (SFHA) for design-bid-build (DBB) projects.
- 1.2 Scope. This procedure applies to sites that have been determined by the Design Consultant and/or EEP to be within FEMA-regulated special flood hazard areas.
- 1.3 Participants. This procedure applies to the following personnel:
- Design Firm
  - EEP Project Manager
  - EEP Review Coordinator
  - Local Floodplain Administrator
  - N.C. Floodplain Mapping Program
  - Federal Emergency Management Agency (FEMA)
  - National Flood Insurance Program (NFIP)
  - Department of Administration – State Construction Office
  - Landowners
  - Construction Contractor

## 2.0 PROCEDURE STEPS

- 2.1 Determine if site is located in regulated (mapped) floodplain. The Design Firm and EEP (Project Manager or the Review Coordinator in Design and Construction) refer to FEMA flood maps to determine if a site is located within a regulated floodplain.
- 2.2 Confirm analysis to be conducted. The Design Firm contacts the Local Floodplain Administrator to confirm floodplain requirements. [The Local Floodplain Administrator follows National Flood Insurance Program requirements.] The Review Coordinator in Design and Construction can provide guidelines on the appropriate analysis to be conducted. [If the project is located on state-owned land, then the Department of Administration, State Construction Office confirms floodplain requirements according to Executive Order 123.]
- 2.3 Analyze impact on floodplain. The Design Firm submits the “EEP Floodplain Requirements Checklist”. If located in a regulated floodplain, the Design Firm scopes the project for a no-impact study and Letter of Map Revision (LOMR), based on flood zone type, local requirements, and proposed design. If “no impact” study meets “no rise” limits, go to Step 4. Otherwise, go to Step 7.

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- 2.4 Submit analysis. The Design Firm submits the “no impact” analysis to the Local Floodplain Administrator, with a copy of the submittal going to the Review Coordinator in Design and Construction.
- 2.5 Determine whether the project impacts flood elevation. The Local Floodplain Administrator evaluates the analysis to determine whether the project meets or exceeds no-rise limits. If the “no-impact” study meets the no-rise limits, the Design Firm notifies Landowners of “no impact.” If the no-impact study determines that the floodway encroaches into an adjacent property, then the property owner is notified prior to construction. Then go to Sub-Process A. If the “no-impact” study does not meet the no-rise limits, go to Step 6.
- 2.6 Request CLOMR from Design Firm. The Local Floodplain Administrator requires the Conditional Letter of Map Revision (CLOMR) from the Design Firm.
- 2.7 Submit CLOMR analysis to N.C. Floodplain Mapping Program. The Design Firm develops and submits CLOMR application to N.C. Floodplain Mapping Program with a copy to EEP Design and Construction.
- 2.8 The N.C. Floodplain Mapping Program Acts on the analysis. If they approve the document, they will send an approval letter to the Local Floodplain Administrator with a copy to the applicant (the Design Firm). Go to Sub-Process A (Step 11). If they disapprove, go to Step 9.
- 2.9 Evaluate alternative responses. The Design Firm and EEP collaborate regarding next steps. If the issues raised in the disapproval letter can be resolved, go to Step 10. If not, stop the process and terminate the project.
- 2.10 Redesign the project / revise the model. The Design Firm redesigns the Project and / or revises the modeling method or underlying assumptions in order to address the issues raised in the disapproval letter. Go to Step 3.

Sub-Process A: Letter of Map Revision (LOMR)

- 2.11 Receive floodplain development permit. Either the Local Floodplain Administrator determines the project does not impact flood elevation, or the N.C. Floodplain Mapping Program has sent a letter approving the Conditional Letter of Map Revision.
- 2.12 Construction Contractor builds site. EEP’s Project Manager oversees site construction.
- 2.13 Create letter of map revision. Within six (6) months after project completion, the Design Firm creates a LOMR based on as-built designs and sends it to the N.C. Floodplain Mapping Program with a copy to EEP.

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- 2.14 Review LOMR. The N.C. Floodplain Mapping Program reviews the LOMR. If approved, go to Step 15. If not, go to Step 16.
- 2.15 Letter of final determination. The N.C. Floodplain Mapping Program sends a letter of final determination to the Design Firm, with a copy to the Local Floodplain Administrator and EEP.
- 2.16 Notify Design Firm of revisions. If the LOMR is not approved, EEP notifies the Design Firm of requested revisions.
- 2.17 Address concerns. The Design Firm notifies impacted Landowners, and works with FEMA to address and rectify concerns.
- 2.18 Complete.

### 3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

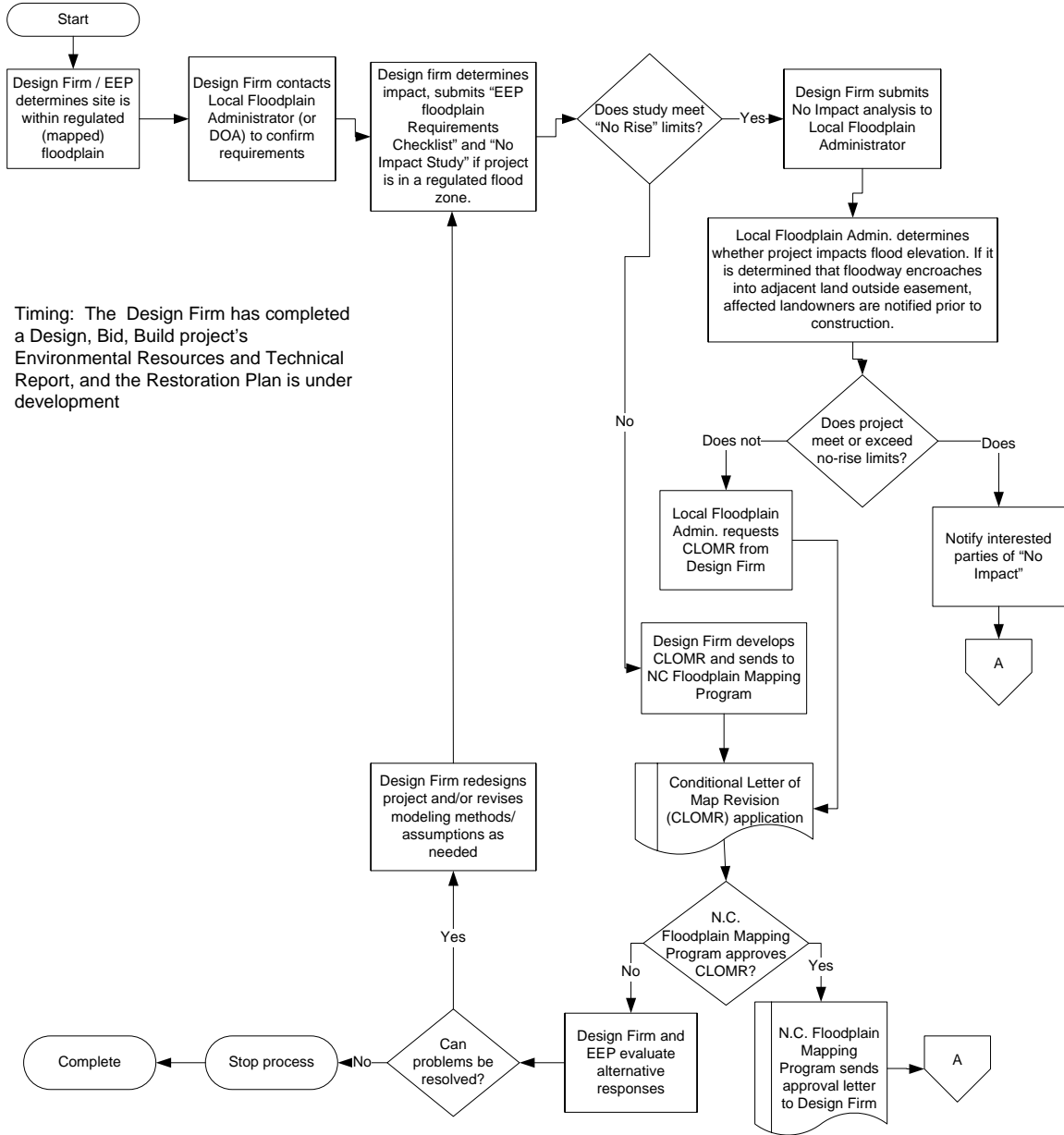
**Table 1. Responsibilities and Authorities**

Step #	Procedure Step	EEP Project Manager	Local Floodplain Administrator	N.C. Floodplain Mapping Program	EEP Review Coordinators in Design and Construction	Design Firm	Construction Contractor	Dep. of Admin. State Construction Office	Landowners	Federal Emergency Management Agency
1	Determine if site is located in regulated floodplain	A			A	P				
2	Confirm analysis to be conducted		N		A	P		N		
3	Analyze impact on floodplain					P				
4	Submit analysis		S		S	P				
5	Determine if project impacts floodplain		P			S			S	
6	Request CLOMR		P			S				
7	Develop and submit CLOMR			S	S	P				
8	Act on submission		N	RA	N					
9	Evaluate alternative responses	A			P	P				
10	Redesign project / revise model					P				
	<b>Sub-Process A: Letter of Map Revision</b>									
11	Receive permit		P	P	S	S				
12	Build site	RA				RA	P			
13	Create LOMR			S	S	P				
14	Review LOMR		N	RA	N	N				
15	Letter of Final Determination		N	P	N	S				
16	Notify Design Firm of revisions				P	N			S	
17	Address concerns					P			N	N
18	Complete									

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

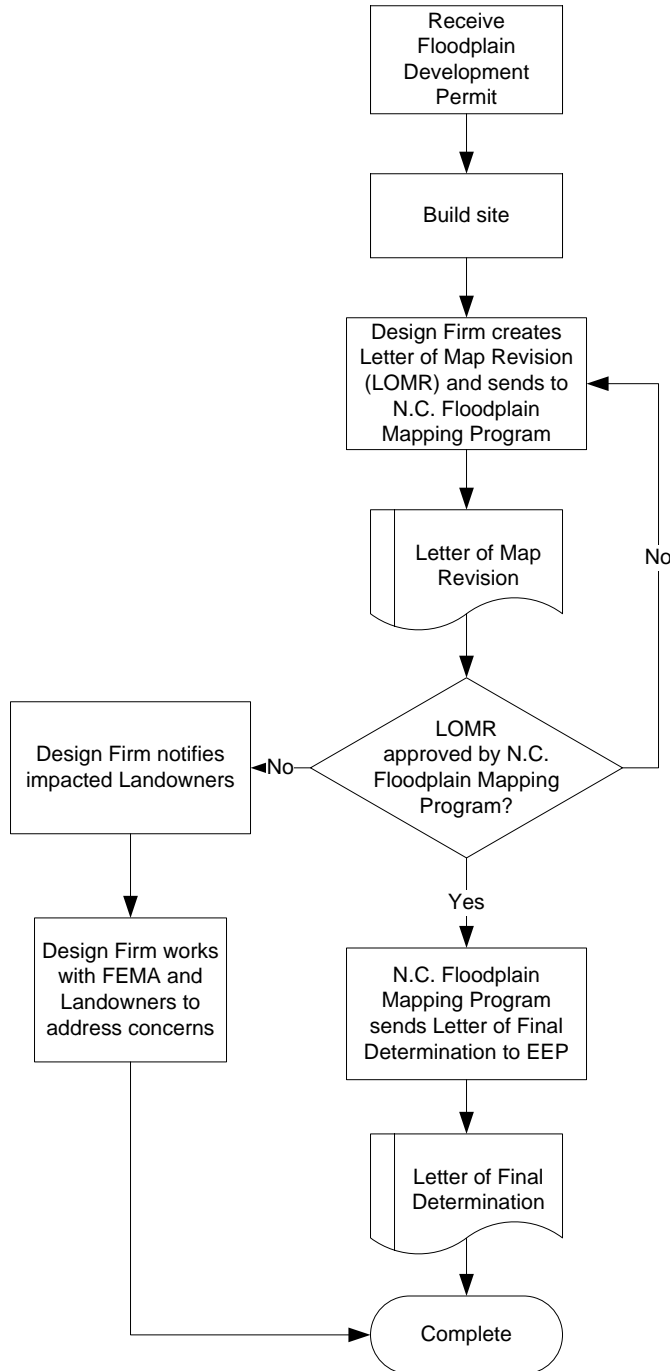
## 4.0 PROCEDURE FLOW DIAGRAM



Timing: The Design Firm has completed a Design, Bid, Build project's Environmental Resources and Technical Report, and the Restoration Plan is under development

A

### Letter of Map Revision



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## 5.0 REFERENCES

Executive Order Number 123, Uniform Floodplain Management Policy  
 FEMA Flood Maps

## 6.0 FORMS

Conditional Letter of Map Revision (CLOMR)  
 Letter of Map Revision (LOMR)  
 Letter of Final Determination