



**Fairbanks North Star Borough  
Department of Community Planning**

P.O. Box 71267  
Fairbanks, Alaska 99707-1267  
(907) 459-1260 Fax: (907) 205-5169  
planning@co.fairbanks.ak.us

**LETTER OF MAP CHANGE**  
**LOMA NO.** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Applicant:		Property Owner:	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone:		Phone:	
Mobile:	Fax:	Mobile:	Fax:
E-mail:		E-mail:	
Property Information:			
Legal Description:			
Address:			
Parcel Account Numbers (PAN):		Flood Zone:	
Jurisdiction: <input type="checkbox"/> Fairbanks North Star Borough <input type="checkbox"/> City of Fairbanks <input type="checkbox"/> City of North Pole			
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>		<u>Type of Structure:</u>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<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>		<u>Date of Construction:</u>	
<input type="checkbox"/> Yes <input type="checkbox"/> No			

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 a formal community letter is required from FEMA to complete this application.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*To be completed by staff:*

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

## **SUBMITTALS**

The following submittals are required for LOMA application.

### **SUPPORTING DOCUMENTS ATTACHED:**

- Copy of the effective FIRM panel [FIRMette] on which the structure and/or property location has been accurately plotted
- Copy of the Subdivision Plat Map for property (with recordation data and stamp of the Recorder's Office)
- Copy of the Property Deed (with recordation data and stamp of the Recorder's Office)
- Tax Assessor's Map or other suitable map document [Vicinity Map]
- Form 2 - Elevation Form [Finished Construction Elevation Certificate]
- Form 3 - Community Acknowledgment Form (required for LOMAs with a structure in the floodway)
- 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)
- Additional Supporting Data



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 planning@fnsb.us

For Office Use Only	
Received By:	_____
Receipt No.:	_____
Date Completed:	_____
Date Submitted:	_____

**FLOOD DETERMINATION LETTER REQUEST**  
 File No. \_\_\_\_\_

FEES:  \$50

\*\*\*\*\*FEES ARE NON-REFUNDABLE\*\*\*\*\*

Applicant:	
Name:	Company:
Mailing Address with City, State, and Zip Code:	
Phone:	Cell:
E-mail:	

**FLOOD DETERMINATION TYPE (check all that apply):**

- Base Flood Elevation
- Community Acknowledgement Form
- Datum Conversion Letter
- Flood Zone
- Other: \_\_\_\_\_

**SUPPORTING DOCUMENTATION REQUESTED (check all that apply):**

- FNSB All Data Report
- Elevation Certificate (EC)
- FEMA FIRMette (Flood Insurance Rate Map)(FIRM for subject property)
- Letter of Map Change (LOMC) Certification
- Other: \_\_\_\_\_

Property Information:	
Parcel Description:	
Street Address:	City, State & Zip
Parcel Account Number (PAN):	Flood Zone:
Base Flood Elevation (BFE):	Datum used for BFE: <input type="checkbox"/> 1929 NGVD <input type="checkbox"/> 1988 NAVD
Jurisdiction: <input type="checkbox"/> Fairbanks North Star Borough <input type="checkbox"/> City of Fairbanks <input type="checkbox"/> City of North Pole	

As the Applicant, I am:

- The property owner
- A realtor
- A lender:
- A prospective buyer
- An insurance agent
- Other: (please indicate interest in property) \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*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.*