

LOMR-F APPLICATION

General Submittal Requirements

This is a checklist of materials required to submit a LOMR-F application packet for review by the Floodplain Management section. Once the application packet is approved, the Floodplain Management section will return a signed Community Acknowledgement (CAF) form.

Structure Removal

- Cover letter listing content of application packet
- Property Information Form (MT-1 Form 1)
- Finished construction elevation certificate
- Address list (for multiple properties)
- Recorded plat **OR** deed and tax assessor's map
- FIRMette
- Building permit number

Property Removal

- Cover letter listing content of application packet
- Property Information Form (MT-1 Form 1)
- Elevation Form (MT-1 Form 2)
- Address list (for multiple properties)
- Recorded plat **OR** deed and tax assessor's map
- FIRMette
- Planning permit number (optional)

Metes and Bounds Removal

- Cover letter listing content of application packet
- Property Information Form (MT-1 Form 1)
- Elevation Form (MT-1 Form 2)
- Address list (for multiple properties)
- Recorded plat **OR** deed and tax assessor's map
- FIRMette
- GIS shapefile in State Plane Coordinates:
NAD_1983_StatePlane_Florida_East_FIPS_0901_Feet is preferred, a CAD file will be accepted
- Certified metes and bounds description and map
- Planning permit number (optional)

Where to find the materials

Property Information Form – Is part of the MT-1 Form 1 and can be found on the [FEMA website](#).

Finished construction elevation certificate – Completed and signed by a Professional Surveyor and Mapper.

Elevation form – Is part of the MT-1 Form 2 and can be found on the [FEMA website](#).

Property deed and tax assessor's map – Both items can be found on the [Property Appraiser's website](#).

Subdivision Plat Map – Found on the [Collier Clerk website](#).

FIRMette – Can be created on the [FEMA Map Service Center](#) website.

Building Permit Number –

- The [Property Appraiser](#) can be utilized to search permits from all years.
- The [CityView Portal](#) should be utilized if the structure was permitted after October 2011.
- The [CD Plus Portal](#) should be utilized if the structure was permitted prior to October 2011.

Planning Permit Number – Can be found on the [CityView Portal](#).

Community Acknowledgement Form (CAF) – Signed by a Collier County Community Official after review of the application.

LOMR-F submittal checklist updated 3-8-18

