



# Federal Emergency Management Agency

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MEMORANDUM FOR: Doug Bellomo, P.E., Project Officer  
Eastern Studies Team

Mike Grimm, Project Officer  
Western Studies Team

**[Original Signed]**

FROM: Matthew B. Miller, Chief  
Hazards Study Branch

SUBJECT: Procedure Memorandum No. 3 - Additions/Deletions to  
Standard Language in NFIP Map Products

**Background:** The Flood Insurance Rate Map and Flood Insurance Study report have evolved with standard verbiage that does not fully address the relationship of BFEs to flood elevation data presented in the FIS report, or the cautionary measures that must be employed when using published ERM elevations.

**Issue:** The lack of clarifying language on the FIRM and in the FIS has resulted in confusion amongst map users. In addition, a standard note used on first time countywide FIRMs implies that the map is the initial FIRM, which could cause confusion in rating flood insurance policies.

**Final Procedure:** The following approved changes to standard language shown in FIS reports and on FIRMs must be implemented immediately.

## **Changes to the Flood Insurance Study Report**

Add the following sentences in Section 3.2 (Hydraulic Analyses) at the end of the introductory paragraph, which ends with "elevations of floods of the selected recurrence intervals."

- Users should be aware that flood elevations shown on the FIRM represent rounded whole-foot elevations and may not exactly reflect the elevations shown on the Flood Profiles or in the Floodway Data tables in the FIS report. For construction and/or floodplain management purposes, users are encouraged to use the flood elevation data presented in this FIS in conjunction with the data shown on the FIRM.

Add the following sentences in Section 3.2 (Hydraulic Analyses) at the end of the datum/ERM paragraph, which ends with “Elevation reference marks used in this study and their descriptions, are shown on the FIRM”.

- ERMs shown on the FIRM represent those used during the preparation of this and previous Flood Insurance Studies. The elevations associated with each ERM were obtained and/or developed during FIS production to establish vertical control for determination of flood elevations and floodplain boundaries shown on the FIRM. Users should be aware that these ERM elevations may have changed since the publication of this FIS. To obtain up-to-date elevation information on National Geodetic Survey (NGS) ERMs shown on this map, please contact the Information Services Branch of the NGS at (301) 713-3242, or visit their website at [www.ngs.noaa.gov](http://www.ngs.noaa.gov). Map users should seek verification of non-NGS ERM monument elevations when using these elevations for construction or floodplain management purposes.

The following paragraph should replace the introductory paragraph in Section 4.0 (Floodplain Management Applications).

- The NFIP encourages State and local governments to adopt sound floodplain management programs. To assist in this endeavor, each FIS provides 100-year floodplain data, which may include a combination of the following: 10-, 50-, 100-, and 500-year flood elevations; delineations of the 100-year and 500-year floodplains; and 100-year floodway. This information is presented on the FIRM and in many components of the FIS, including Flood Profiles, Floodway Data tables and Summary of Stillwater Elevation tables. Users should reference the data presented in the FIS as well as additional information that may be available at the local community map repository before making flood elevation and/or floodplain boundary determinations.

### **Changes to the Flood Insurance Rate Map**

In the legend of the FIRM, add the following note to the end of the paragraph that starts, “This map is for use in administering the National Flood Insurance Program”

- To obtain more detailed information in areas where Base Flood Elevations (BFEs) and/or floodways have been determined, users are encouraged to consult the Flood Profiles and Floodway Data tables contained within the Flood Insurance Study (FIS) report that accompanies this FIRM. Users should be aware that BFEs shown on the FIRM represent rounded whole-foot elevations and therefore may not exactly reflect the flood elevation data presented in the FIS. For construction and/or floodplain management purposes, users are encouraged to use the flood elevation data presented in this FIS in conjunction with the data shown on the FIRM.

Add the following note in the FIRM legend immediately below the above referenced note:

- ERM elevations listed on this map were obtained and/or developed to establish vertical control for determination of flood elevations and floodplain boundaries portrayed on this map. Users should be aware that these ERM elevations may have changed since the publication of this map. To obtain up-to-date elevation information on National Geodetic Survey (NGS) ERMs shown on this map, please contact the Information Services Branch of the NGS at (301) 713-3242, or visit their website at [WWW.NGS.NOAA.GOV](http://WWW.NGS.NOAA.GOV). Map users should seek verification of non-NGS ERM monument elevations when using these elevations for construction or floodplain management purposes.

On first time countywide FIRMs, remove the note that references the FIRM Effective date and replace it with the following note, which should be placed in the vicinity of, or directly underneath, the effective date listing in the map title block:

- Please refer to the Listing of Communities table on the FIRM Index for NFIP Initial Identification and Post-FIRM dates for all jurisdictions shown on this map.

cc: See attached distribution list

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bcc:

Buckley file MT-TS

Office Chron MT-TS-HS

TEC D&D:srk

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**Bellomo Grimm**