

## MT-2 Applications

(Less than 100 or Greater than 100 Acres)

- Complete FEMA MT-2 Application
- Basin analysis including the total area of the basins. Select the fee accordingly.
- ESA compliance documentation (required for CLOMRs only)
- The documents listed below are the minimum and general requirements to submit the application. MT2 forms 1, 2, 3 and 6 have specific documents that are required. For a full description of the requirements visit <https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2>
- Advisory: additional documentation may be requested.
- Do not include any payment information like account number or credit card number.

### GENERAL REQUIREMENTS ELEMENTS

- NARRATIVE:** Please provide a written description of the purpose of the request, the scope of the proposed/as-built project, and the methodology used to analyze the project effects.
- MT-2 APPLICATION FORMS:** Please provide completed forms applicable to your request. Ensure that MT-2 Form 1 was signed by the requester, certifying engineer, and each community affected by the revision.
- HYDROLOGIC ANALYSIS:** If applicable, please provide a FEMA-acceptable hydrologic analysis in digital format, a drainage area map, and associated backup information (e.g., calculations used to determine lag time, CN, and loss values, as well as land use and soil maps). FEMA-acceptable models can be accessed at <https://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/numerical-models-meeting-minimum-requirements>
- HYDRAULIC ANALYSIS:** Please provide a FEMA-acceptable hydraulic analysis in digital format. Information on FEMA-acceptable models can be accessed at <https://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/numerical-models-meeting-minimum-requirements>
- CERTIFIED TOPOGRAPHIC WORK MAP:** Please provide a certified topographic work map that meets the mapping requirements outlined in MT-2 Form 2. If available, please provide spatially referenced Geographic Information System (GIS) data. If GIS data are not available, you may submit digital Computer-Aided Design (CAD) data.
- ANNOTATED FIRM:** Please submit a revised Flood Insurance Rate Map (FIRM), at the scale of the effective FIRM, which shows the revised boundary delineation of the base (1-percent-annual-chance) floodplain, 0.2-percent-annual-chance floodplain, and regulatory floodway and how it ties into the boundary delineation shown on the effective FIRM at the downstream and upstream ends



of the revised reach.

- REVIEW FEE PAYMENT:** Please include the appropriate review fee payment. The current fee schedule is available on the FEMA website at <https://www.fema.gov/flood-map-related-fees>
  
- MEET 65.10 REQUIREMENT:** If you intend to show that a berm/levee/floodwall reduces the flood hazard, please submit all the NFIP data requirements outlined in Title 44, Chapter 1, Section 65.10 of the Code of Federal Regulations (44 CFR §65.10).
  
- OPERATION AND MAINTENANCE PLAN:** If the request involves a berm, levee, floodwall, dam, and/or detention basin project, please submit an officially adopted operation and maintenance plan.
  
- PROPOSED/AS-BUILT PLANS:** Please submit proposed/as-built plans, certified by a registered Professional Engineer, for all project elements for which this applies.
  
- FLOODWAY NOTICE:** If the revision results in changing or establishing regulatory floodway boundaries, please provide a floodway public notice or a statement by your community that it has notified all affected property owners, in compliance with the National Flood Insurance Program (NFIP) regulations at 44 CFR §65.7(b)(1).
  
- PROPERTY OWNER NOTIFICATION:** If the revision results in any widening/shifting/establishing of a base floodplain and/or any increasing/establishing of Base Flood Elevations (BFEs), please provide copies of the individual legal notices sent to all property owners affected by increased flood hazards.