This is a checklist of materials required to submit a LOMR-F application packet for review by Floodplain Management. Once the application packet is approved, the Floodplain Administrator 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
- Building permit number (optional)

**Metes & 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.
- Certified metes and bounds description and map
- Building permit number (optional)

**Where to find materials**

- **Property Information Form** – Is part of the MT-1 Form 1 and can be found on the [FEMA website](https://www.fema.gov).
- **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](https://www.fema.gov).
- **Property deed and tax assessor’s map** – Both items can be found on the [Lafayette Parish Tax Assessor’s Website](https://www.lafayettegov.net/tax_assessor).
- **Subdivision Plat Map** – Found at the [Lafayette Parish Clerk of Court](https://www.lafayettegov.net/surveying).
- **FIRMette** – Can be created on the [FEMA Map Service Center](https://www.fema.gov) website.
- **Community Acknowledgement Form (CAF)** – Signed by Floodplain Administrator after review of the application.

LOMR-F submittal checklist updated 10/21/2020