

LOMR-F Fargo Submission Requirements

Authority and Purpose

As part of the FEMA processes for submitting properties or buildings for a LOMR-F, the City of Fargo is required to review the submitted materials and sign the community acknowledgement form.

Submission Requirements

1. MT-1 Form 1: This FEMA form will show if the whole parcel, the structure only, or a portion of the parcel is being removed from the flood plain. If only a building or a portion of the parcel is being removed, the submission package will need a legal metes and bounds description, and corresponding drawing prepared and certified by a North Dakota Registered Land Surveyor. The engineer for the City that signs the community acknowledgement form is also required to verify that the description and map represents the parcel or building being removed from the flood plain.
2. MT-1 Form 2: This FEMA form identifies the lowest adjacent grades to structures, the grades of structures, and the base flood elevation. This form is executed by a ND Professional Engineer or ND Professional Land Surveyor.
3. MT-1 Form 3 (Community Acknowledgement form): This form is used by FEMA to verify that the City of Fargo signs off on the completeness of the submission and acknowledges their approval of the submittal package. The City also provides verification that the base flood elevation shown on the form is correct, the legal description shown for the removal area is correct, and that the density test submission show reasonable uniformity for a LOMR-F approval.
4. Copy of FEMA Firm Panel page with the location of subject parcel or structure clearly identified or a FIRMette is also acceptable by FEMA.
5. Copy of current parcel plat with the subject parcel(s) highlighted.
6. Copy of executed current elevation certificate (as applicable).
7. Post construction topographic survey map of the subject parcel(s) and/or structure to include 15 feet minimal distance outside the area being removed. This shall be prepared and certified by a North Dakota Registered Land Surveyor.
8. For removal of partial parcels or structures only: A North Dakota Registered Land Surveyor must complete a legal metes and bounds description and map of partial parcel or structure to be removed from the flood plain.
9. The current FEMA Technical Bulletin 10-01 "Ensuring that structures built on fill in or near Special Flood Hazard Areas are reasonably safe from flooding" standard shall be used to govern the requirements for fill within residential and commercial projects.

The design engineer of record shall include (in their site design documents):

- Minimum number of density tests and strata required for certification of the fill being installed (ie: under building pad/exterior building and landscape areas/parking areas).

The construction engineer of record shall include as part of construction administration:

- Provide sufficient construction oversight to assure reasonable conformance with the design documents relating to LOMR-F construction. Post construction, certify that FEMA Technical Bulletin 10-01 standards were met.

The soil-testing engineer of record shall include as part of construction review:

- That sufficient samples for classification of soils were done to ensure uniformity of the soils materials. That the design required minimum number of passing density tests were taken and identify locations on a site map.
- Certify that the material met the following standards: ASTM Standard D-698 and ASTM Standard D-2487, Classification of Soils for Engineering Purposes. See Table 1804.2 in the 2000 International Building Code (IBC) for descriptions of these soil types. ASTM D2487-93 further defines the allowable fill soil types as being inorganic.

LOMR-F submittals for City of Fargo acknowledgement shall include:

- A copy of the City approved civil design plans that include the testing requirements for the soils to assure uniformity and a design certification that the aforementioned development is reasonably safe from flooding in accordance with the guidance provided within FEMA's Technical Bulletin 10-01.
 - A certification from the construction engineer that the fill placement was done in reasonable conformance to the design documents and FEMA Technical Bulletin 10-01.
 - Copies of all density and soil classification tests and locations of density tests shown on a copy of the topographic map. Failing test locations must be retested verifying compliance is achieved.
 - A certification from the soils engineer/testing firm that the testing done meets the density and soil classification requirements outlined in FEMA Technical Bulletin 10-01 and the design plans.
 - A copy of a sample engineering certification is shown within Technical Bulletin 10-01.
- 10.** Provide an AutoCAD DWG file of the submission site, post construction, topographic map tied to the State Plane Coordinate system and existing property corners (City Coordinate System for GIS) for inclusion into City GIS mapping system. Submission of a complete DWG file is a pre-requisite to City approval of submission documents.