



**SOUTHEAST METRO STORMWATER AUTHORITY (SEMSWA)  
LETTER OF MAP REVISION (FOLLOWING A CLOMR)  
REPORT REQUIREMENTS CHECKLIST**

This checklist is to be used for all Letter of Map Revision (LOMR) submittals in SEMSWA's jurisdiction where: 1) there is an approved CLOMR, **AND** 2) the as-built project conditions are substantially compliant with those proposed in the CLOMR. If the as-built project conditions are substantially different than those proposed in the CLOMR, an entirely new LOMR submittal should be prepared. See the Letter of Map Revision (No CLOMR) checklist. Refer to separate checklists for Drainage Reports (Phase I, II, and III), Floodplain Modification Study/Conditional Letter of Map Revision (CLOMR), and As-Built submittals. This checklist provides a detailed outline of the information required for LOMR (Following CLOMR) submittals; only submit information from each section as applicable to your project. There is no separate "Exhibits Checklist" for this submittal type. If you have any questions about the requirements listed, or specific to your project, please contact SEMSWA.

SEMSWA Case  
Number: \_\_\_\_\_

City/County  
Case Number: \_\_\_\_\_

Case  
Name: \_\_\_\_\_

Submittal  
Date: \_\_\_\_\_

**SUBMITTALS**

SEMSWA prefers electronic submittals during the review process, as outlined in their Electronic (paperless) Review Submittal Requirements (available upon request). **Provide all revisions made subsequent to SEMSWA approval (i.e., when additional data has been submitted in response to an AD letter from FEMA). Provide final 100-year floodplain delineations and cross section cutlines to SEMSWA in GIS format. Also provide final 0.5-ft. floodway delineations, 500-year floodplain delineations, and BFEs, in GIS format.**

**A. Draft Submittal**

Yes	No	N/A	Requirement
			1. Include MT-2 application forms for a LOMR for projects that cause impacts in FEMA floodplains. (See Note 1 at the end of this checklist for more information on impacts; see Section F. Appendices for MT-2 form details.)
			2. Include the SEMSWA Application for Review ( <a href="#">SEMSWA_ApplicationforReview.pdf</a> )
			3. Include the SEMSWA Review Fee ( <a href="http://www.semswa.org/review-permit-fees.aspx">http://www.semswa.org/review-permit-fees.aspx</a> )
			4. Submit all files on CD/DVD, thumb drive, or through a file-sharing website.

**B. Final Submittal**

			1. All submittal requirements listed in the Floodplain Modification Memorandum of Approval that SEMSWA sends out when the draft submittal is ready for approval.
			2. Include the SEMSWA Application for Review ( <a href="#">SEMSWA_ApplicationforReview.pdf</a> )
			3. Include finalized MT-2 application forms signed and stamped by the Engineer of Record and the Requestor. The final submittal must include a copy of Form 1 signed by each affected community. (See Section F. Appendices for MT-2 form details.)
			4. Submit all files on CD/DVD, thumb drive, or through a file-sharing website.

**C. Final Submittal – FEMA/UDFCD** (Consultant may submit online to FEMA or electronically to UDFCD; see UDFCD submittal requirements at: [LOMC\\_Submittals\\_Update-06-17-2015.pdf](#))

SEMSWA Case Number: \_\_\_\_\_

Consultant to submit FEMA review fee, except for CIP projects. (Verify the correct fee on FEMA's website at: <https://www.fema.gov/flood-map-related-fees>. Obtain fee from project owner/developer.) For CIP projects, the fee may come from SEMSWA, City, County, or be paid by consultant as negotiated in the approved scope of work for the project. Verify the requirement with SEMSWA.

## REPORT REQUIREMENTS

### A. Title Page

			1. Name of project and location
			2. Property owner and property jurisdiction
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Requirement</b>
			3. Developer/project owner
			4. Engineer of Record
			5. Submittal date and revision dates, as applicable

### B. Certification Statement

Include a Certification Statement page, signed and stamped by the responsible Professional Engineer, registered in the State of Colorado. (Template at [Engineers Floodplain Certification Statement](#))

### C. Updated Report Information

Provide an updated copy of the report prepared for the CLOMR. Highlight any changes from the information presented in the CLOMR for the following sections:

- Introduction (especially Project Description and Study Limits)
- Analysis Criteria
- Topographic Mapping (Provide details for post-project topography/grading)
- Hydrology
- Hydraulics
- Sediment Transport & Fluvial Geomorphology
- Floodplain Mapping
- Conclusions

SEMSWA Case Number: \_\_\_\_\_

### D. CLOMR Determination Requirements

				<p>1. Comply with the requirements listed in the FEMA determination letter for the CLOMR. Include a copy of the letter in the submittal. Common requirements include:</p> <ul style="list-style-type: none"> <li>- Hydraulic analyses for as-built conditions</li> <li>- SEMSWA-approved (SEMSWA "Final" Stamp) as-built plans, certified by a registered professional engineer or registered professional land surveyor, for all project elements (See Note 4.)</li> <li>- Copies of Impact Notification Letters sent to each property owner impacted by the modified floodplain/floodway or a sample letter and a list of affected property owners, listed by parcel number. (See the MT-2 Instructions for letter requirements and templates. SEMSWA prefers not to provide notification through newspaper notices. SEMSWA prefers that each property owner be provided individual notification for all impacts (i.e., both floodplain and floodway) in a single letter. Include a property-specific map showing the impacts. Submit the letters to SEMSWA for review with draft submittal. For CIP projects, the consultant will prepare the letters for signature by the SEMSWA Floodplain Manager, and SEMSWA will send via certified mail. For non-CIP projects, the consultant or project owner should sign and mail the letters, and SEMSWA must be shown as copied on the correspondence. Include digital copies (PDFs) of the executed letters in the final submittal to FEMA/UDFCD.)</li> <li>- Certification of Impact Notification. (The consultant's responsible professional engineer must provide certification that all impacted property owners have been individually notified of the impacts to their properties. For projects in the FEMA regulatory floodway, this certification will be signed by SEMSWA and must include certification that no structures are impacted.)</li> </ul>
				<p>2. List any additional requirements from the CLOMR determination on the following lines and indicate compliance.</p>

### E. References

Yes	No	N/A	Requirement
			Update references provided with CLOMR to include the CLOMR report and any additional criteria, master plans, reports, or other technical information used in development of the concepts discussed in the LOMR report.

### F. Appendices (Include a descriptive file name on all model files, and include a description within the model files.)

#### 1. Appendix A – Photos

				Project Area Photos
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SEMSWA Case Number: \_\_\_\_\_

### 2. Appendix B – FEMA MT-2 Application Forms, as applicable (also refer to the FEMA MT-2 instructions)

- |  |  |  |  |  |   |
|--|--|--|--|--|---|
|  |  |  |  |  | A. Provide a copy of Form 1 for every jurisdiction impacted by the change in flood hazard, including all impacted jurisdictions outside of SEMSWA's boundary, such as Aurora, Denver, and/or Douglas County. (Every impacted community needs to sign a copy of Form 1. Requestor and Engineer of Record signatures should be completed. The Requestor should be the primary point-of-contact for the project who receives project correspondence. This can be the project owner, developer, consultant, etc. This may be the SEMSWA Project Manager for SEMSWA CIP projects.) |
|  |  |  |  |  | B. Complete Section D (Common Regulatory Requirements) of Form 2.   |
|  |  |  |  |  | C. Forms 3-6, as applicable. (Provide only those forms that apply to the project. For Form 3, only provide those pages of the form that are applicable to the project, e.g., there is no need to submit the levee forms if the project does not include levees. If the project includes a dam/detention basin, include a copy of the Operation and Maintenance Plan. Refer to the FEMA Instructions for MT-2 Forms for more information.)   |

### 3. Appendix C – Effective Floodplain Information

- |  |  |  |  |  |   |
|--|--|--|--|--|---|
|  |  |  |  |  | A. Effective Map (FIRM or FHAD)               |
|  |  |  |  |  | B. FIS/FHAD Report information, as applicable |
|  |  |  |  |  | - Summary of Discharges Table                 |
|  |  |  |  |  | - Floodway Data Table                         |
|  |  |  |  |  | - Profile                                     |

### 4. Appendix D – Hydrologic Reference Data (if using published flows from a FHAD or Master Drainage Plan, or other non-FIS source, etc.) OR Hydrologic Computations (if submitting new analysis)

Provide updated information for any part of the hydrologic analysis that changed from that submitted for the CLOMR.

### 5. Appendix E – Hydraulic Computations (Provide information for all models submitted. Include a descriptive file name on all model files, and include a description within the model files.)

Provide updated information for any part of the hydraulic analysis that changed from that submitted for the CLOMR.

### 6. Appendix F – Plans & Work Maps (Update all plans and maps as needed to reflect as-built conditions. **Work maps MUST be submitted electronically as shapefiles or geodatabase.**)

- |  |  |  |  |  |   |
|--|--|--|--|--|---|
|  |  |  |  |  | A. SEMSWA-approved (SEMSWA “Final” Stamp) as-built plans for project (See Note 4 and separate LOMR As-built Plans Checklist).   |
|  |  |  |  |  | B. Overall Drainage Plan, as applicable   |
|  |  |  |  |  | C. Comparison Work Map, showing effective, pre-project, and post-project conditions ( <b>Required</b> )   |
|  |  |  |  |  | D. Pre-Project Conditions Floodplain work map (If needed to provide a clear understanding of impacts, e.g., when there are Effective, Corrected Effective, and Pre-Project Conditions models.)  |
|  |  |  |  |  | E. Provide completed mapping agreement table for each map submitted. (See sample table in UDFCD DLOMC Guidelines, and find Excel templates at <a href="http://udfcd.org/services/floodplain-mapping/">http://udfcd.org/services/floodplain-mapping/</a> ) |
|  |  |  |  |  | F. Water surface elevation profiles for all submitted models  |
|  |  |  |  |  | G. Annotated FIRM   |
|  |  |  |  |  | H. Annotated Profile  |

I. Annotated Floodway Data Table

**7. Appendix G – Referenced Information**

Copies of pertinent portions of all referenced materials, if not already included in the appendices.

Notes:

1. An impact to the floodplain is defined as:
  - a. An increase in the 100-year water surface elevation (BFE). An increase in BFE is any increase (i.e., any rise over 0.00 ft.).
  - b. An increase in width and/or shift of the floodplain boundary.
2. Decreases in BFE are considered impacts if they are equal to or greater than 0.3 ft., as provided for in the Colorado State Floodplain Regulations.
3. There is no distinction in the level of analysis and/or submittal requirements for projects that are proposed in:
  - a. A floodplain with no defined floodway
  - b. A floodplain with a defined floodway
  - c. The floodplain fringe
  - d. Unmapped floodplains
4. All development projects should have received SEMSWA approval for as-builts through the SIA “Probationary Acceptance Process”, and CIP projects through the “Substantial Completion Process”.