

# INSTRUCTIONS FOR SUBMITTING AN APPEAL OR PROTEST TO FEMA'S PRELIMINARY FLOOD INSURANCE RATE MAPS

The proposed maps are being developed by the Federal Emergency Management Agency (FEMA) and all changes and revisions will be done by that agency. FEMA requires all appeals and protests be submitted through the local floodplain manager. **Fairfield County/Regional Planning is not a party to the review of appeals and cannot make changes to the maps.**

The process is as follows

1. FEMA will publish the map information in the local newspapers.
2. Following publication there begins a 90 day appeal and comment period.
3. The maps may be appealed in four ways
  - a. Corrections to street names
  - b. Technical appeals to the data used for the map
  - c. Scientific appeals to the methodology used
  - d. Appeals based on physical changes to the floodplain.
4. Appeals will be submitted to the local floodplain administrator who will transmit them to FEMA. Properties within the unincorporated areas of the county should submit appeals to:

Floodplain Administrator-Fairfield County Regional Planning Commission  
210 East Main Street  
Room 104  
Lancaster OH 43130
5. Two copies of the appeal form should be submitted along with two sets of the documentation.
6. Property owner should submit as much information as possible to speed up the review process. FEMA has issues guidelines on submitting an appeal which can be found at [www.fema.gov/library](http://www.fema.gov/library) . Typical information may include as appropriate
  - a. Grading Plans
  - b. Topographic Surveys
  - c. Copies of Development permits, Letters of Map Revisions or Letters of Map Amendments
  - d. Foundation Surveys
  - e. Insurance Claims
  - f. Copies of Building Permits
  - g. Copies of Corps of Engineers Permits
  - h. Photographs
7. At the close of the 90 day period, FEMA will evaluate and resolve all the appeals prior to finalizing the maps.
8. Once the maps are finalized, they will be sent to the floodplain administrators for adoption.