

Out As Shown (OAS) Letters of Map Amendment (LOMA) can be requested when a structure or property is clearly outside the Special Flood Hazard Area (SFHA) as shown on the effective Flood Insurance Rate Map (FIRM). The distance necessary to remove a structure or property from the SFHA will be handled by individual case request.

In order to request an *OAS LOMA* an MT-EZ or MT-1 Form must be filled out and submitted to FEMA's Letter of Map Change (LOMC) Clearinghouse. For a single structure or property the MT-EZ form can be submitted. For multiple structures or properties, the MT-1 Form 1, also referred to as the *Property Information Form*, should be submitted. Both forms are available from the FEMA website at

http://www.fema.gov/plan/prevent/fhm/fm_form.shtm.

In addition to the completed MT-EZ/MT-1 Form, all requests must include the following:

- a copy of the subdivision plat map (with recordation data and stamp of the Recorder's Office) **OR** a copy of the property deed (with recordation data and stamp of the Recorder's Office), accompanied by a tax assessor's map or other suitable map showing the surveyed location of the property with respect to local streets and watercourses;
- a copy of the effective FIRM panel;
- a map scale and North arrow for all maps submitted;
- a cover letter should be supplied explaining that the request is for an OAS LOMA.

All *OAS LOMA* requests should be sent to the address listed below.

**LOMC CLEARINGHOUSE
7390 Coca Cola Drive, Suite 204
HANOVER, MD 21076**