



**Purpose:** Floodplain Management (FM) needs to verify the current building sites enrolled in AFP are compliant with the Federal Emergency Management Agency's (FEMA) Special Flood Hazard Area (SFHA) regulations. The two copies of the required submittal packet must include the items in the checklist below.

If a site was not built in compliance with FEMA regulations (or is not currently in compliance) with federal regulations, then it will need to be brought into compliance. It is imperative that the civil engineer provide sufficient documentation to certify that the site in the AFP program is compliant with FEMA regulations.

**PLEASE NOTE:** If the civil engineer cannot certify, or the City cannot verify, that the building is currently FEMA compliant, then the site can no longer be in AFP.

**Process:** All submittals will go through AFP. Construction drawings for AFP can continue to be submitted as paper copies. The FM submittal checklist items below must be submitted electronically on a thumb drive. AFP will attach the processed permit application to the thumb drive and place in a designated location for FM to pick up for review. AFP will not review the construction drawings until Floodplain Management has entered their results into KIVA with the decision code of either APPR, CORR 1 or DENIED. CORR 1 means FM needs additional information and DENIED means the project cannot be in AFP. AFP Team Leader will discuss the options available with the customer.

**Checklist of items required in the submittal packet:**

1. Cover sheet with:
  - a. Contact information for applicant and/or engineer
  - b. Facility name, address, and key map of the facility showing exact location of work described in the permit. This map is needed as some facilities have multiple buildings with only one physical address, while others may have one large connected building with several addresses. We need to know exactly where the construction work is taking place in the facility.
2. Copy of the City permit application
3. Copy of the scope of work and cost estimate for the work being performed
4. Copy of the existing FEMA documentation for the facility showing it is compliant. Examples include: a FEMA approval letter for a Letter of Map Revision (LOMR) for the site, FEMA Elevation Certificate, FEMA Flood proofing certificate. *(Please note: some facilities may have different certifications for different parts of a connected building).*
5. Copy of the plan cover sheet and a representative overview sheet of the work being performed as part of the application.

**Follow up :** Additional info can be found at <https://www.phoenix.gov/streets/floodplain-management> or you can contact the Floodplain Management Office at (602) 262-4960