



**Fairbanks North Star Borough  
Department of Community Planning**

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**LETTER OF MAP CHANGE**  
**LOMA NO.** \_\_\_\_\_

**DATE STAMP:** \_\_\_\_\_

<b>Applicant:</b>		<b>Property Owner:</b>	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone:		Phone:	
Mobile:	Fax:	Mobile:	Fax:
E-mail:		E-mail:	
<b>Property Information:</b>			
Parcel Description:			
Street Address with City, State & Zip Code:			
Parcel Account Numbers (PAN):		Flood Zone:	
Jurisdiction: <input type="checkbox"/> Fairbanks North Star Borough <input type="checkbox"/> City of Fairbanks <input type="checkbox"/> City of North Pole			
<b>Structure Information:</b>			
Finished Construction Elevation Certificate Required:			
<input type="checkbox"/> Attached    BFE _____    Datum: <input type="checkbox"/> NGVD29 <input type="checkbox"/> NAVD88 <input type="checkbox"/> Other _____			
<u>Has fill been placed on your property to raise ground that was previously below the BFE?</u>		<u>Type of Structure:</u>	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> House <input type="checkbox"/> Duplex <input type="checkbox"/> Apartment Building <input type="checkbox"/> Shed <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	
<u>Will Fill be placed on your property to raise ground that is below the BFE?</u>		<u>Date of Construction (month/year) REQUIRED:</u>	
<input type="checkbox"/> Yes <input type="checkbox"/> No			

I hereby certify that  (I am)  (I am authorized to act for) the owner of the property.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*To be completed by staff:*

Received By:	Date:	Submittal Date:	Requested Info. Submittal Date:	Completed Date:	Status:

## **SUBMITTALS**

The following submittals are required for LOMA application.

### **SUPPORTING DOCUMENTS ATTACHED:**

- Copy of the effective FIRM panel [FIRMette] on which the structure and/or property location has been accurately plotted
- Copy of the Subdivision Plat Map for property (with recordation data and stamp of the Recorder's Office)
- Copy of the Property Deed (with recordation data and stamp of the Recorder's Office)
- Tax Assessor's Map or other suitable map document [Vicinity Map]
- Form 2 - Elevation Form [Finished Construction Elevation Certificate]
- Form 3 - Community Acknowledgment Form (required for LOMAs with a structure in the floodway)
- A metes and bounds description and map of the area to be removed, certified by a licensed land surveyor or registered professional engineer (required when a portion of the property is requested)
- Additional Supporting Data