



October 15, 2015

To: Whom it may concern

Re: **Standard Operating Procedures for Map Information (320)**

As a public service, the Stormwater Management Group at the City of Tallahassee Underground Utilities and Growth Management provides the following Flood Insurance Rate Map Information upon request for properties in the City of Tallahassee:

- Special Flood Hazard Area (SFHA) zone/floodway determination as shown on the current Flood Insurance Rate Map (FIRM) for the City of Tallahassee, community number, NFIP number, panel number and suffix, FIRM Index date, FIRM Zone, Base Flood Elevation shown on FIRM, Elevation Datum and information from the Tallahassee Leon County Geographical Information Systems website or the latest FIRM. (MI1)
- if a property has a Federal mandatory purchase requirement. Handout provided.
- additional flood insurance data for a site such as floodway determination using the latest FIRM. (MI2)
- if there are any known drainage problems or local regulated flood zones. Check Nuisance Flooding Map. (MI3)
- Flood depth data based off calculations and if available the HAZUS, LMS & PDRP maps, and GIS topography LIDAR elevations. (MI4)
- Special flood hazards and closed basin lakes checking historical records and complaint database. (MI5)
- if the property has experienced historical flooding, check Stormwater Complaint Database Flooded Structures Map, Tropical Storm Fay information, repetitive loss areas, local flood hazard area map high water marks and complaint database. (MI6).
- if there are any natural conservation areas and wetlands on the property. Natural flood functions and wetlands areas sources include tlcgis.com data and City Growth Management Department data www.fws.gov/wetlands/Data/Mapper.html (MI7)
- Provide copies of completed FEMA elevation certificates for buildings built in Special Flood Hazard Areas (A/AE flood zones) if available since 1976 through requests to the Growth Management Department at <http://www.talgov.com/growth/growth-recordrequest.aspx>. The Elevation Certificates are stored electronically.

The inquiries will be documented on the Flooding and Map Information Inquiry Log or records request forms.

For more information on this service or to request information on the property, contact the City of Tallahassee Stormwater Management Group phone at 891-6860 or in person at the Stormwater office located on the 3rd Floor of the Gemini Building at 408 North Adams Street or call Growth Management Records Department phone number (850) 891-7001 option 4.