

CHECK LIST OF STEPS & ITEMS NEEDED FOR THE ORDINANCE UPDATE

FEMA WILL NOT GRANT ANY EXTENSIONS

- Email the DNR staff person assigned to review your ordinance the appropriate contact information for your community.**
It is important that the DNR staff person reviewing your ordinance know who are the appropriate people to contact and how to contact them. In your correspondence, please include the name, mailing address, telephone number, fax number and email (if available) of the person(s) in charge of the ordinance review process.
- Determine if your community has a Flood Storage District.** This will be identified in the letter sent to you by the DNR. The model ordinance has specific language highlighted in green the contains flood storage language. If your community does not have flood storage, all the green highlighted language can be deleted.
- Review Model Floodplain Ordinance for new language.**
DNR's Model Floodplain Ordinance was updated in 2022. If your community has an older ordinance, a repeal of the current ordinance and adoption of the DNR's Model may be the easiest way to complete the amendment process.
- Include the new map panel numbers and new effective map date under the section in the model entitled *Official Maps: Based on the FIS. (Section 1.5 (a)).***
The new map panel numbers are listed in the Letter of Final Determination (LFD) sent by FEMA. The new map panel numbers and effective dates are also provided when the DNR contacted the community.
- Include the new Flood Insurance Study (FIS) number(s) and new effective FIS date under the section entitled *Official Maps: Based on the FIS. (Section 1.5 (a)).***
The new FISs were created on a countywide basis. Therefore, only one FIS applies to all the communities in the county. The FIS volume number(s) and effective date are listed the information along with the DNR letter. Some counties may have a multiple volume FIS. All of the volumes must be referenced.
- Include any other studies such as dam failure analyses which have been approved by the DNR for streams which flow through your community under the section entitled *Official Maps: Based on other studies. (Section 1.5 (b)).***
All other studies approved by the DNR and/or FEMA and which are used for regulating the floodplain must be referenced in the ordinance. The DNR staff person assigned to review your ordinance will be able to assist you in determining if any other studies including dam failure analyses affect your community.
- Email the DNR staff person assigned to review your ordinance a draft copy and note any changes to the current draft ordinance from the DNR Model Floodplain Ordinance on the checklist.**
Having a DNR staff person review the proposed ordinance as early as possible will allow for sufficient time to make any necessary changes prior to the effective map date. This is particularly important if your community plans on adopting an ordinance which varies from the DNR Model Floodplain Ordinance. The ordinance will need to be reviewed by both FEMA

and the DNR and should be submitted in draft form at least 90 days prior to the effective map date.

- **Hold a Public Hearing on the proposed Floodplain Ordinance amendments.**
State statute requires that any amendment to a local ordinance be subject to a public hearing. Notice of the public hearing should follow Class II publication requirements. It is recommended that you contact your local legal staff for assistance in determining the publication requirements.

- **Email a certified copy of adopted amended ordinance and associate publication affidavits for the notice of the public meeting and the notice of the enacted ordinance to the DNR at least 30 days prior to the effective map date.**
A certified copy of the adopted amended ordinance along with the notices of the public hearing and enacted ordinance and proof of publication or posting should be sent to the DNR for approval.

A pdf of the required documents can be emailed to the DNR Floodplain Management program contact identified in the email sent to you.

The DNR will send a copy of the approved ordinance to FEMA and coordinate with them for final approval for the community.

*Adopted amended ordinances **must** be approved and processed by FEMA and the DNR by the Effective Map Date or community will be **immediately** suspended from the NFIP.*

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