

## Basic Guidance for Completing FEMA’s MT-EZ Form for a LOMA Application

Although FEMA’s MT-1 form may be used for LOMA applications, the MT-EZ form is specifically for LOMA applications. Full instructions for completing the MT-EZ form may be found on FEMA’s website with the MT-EZ Form or by googling MT-EZ Form Instructions.

The MT-EZ Form has 3 pages of requested information:

- All items on page 1 (in Section A) of the MT-EZ should be completed unless they are indicated as optional. For item #1, FEMA’s definition of “fill” and “natural ground” are contained in the paragraph prior to Section A. For question #3, using the Elevation Certificate, the request is for “A structure on your property”. Please note that the date of the construction of the structure (home, garage, accessory building, etc. as appropriate) must be included on the form.
- On page 2, since you will be including your Elevation Certificate, per the instructions at the top of page 2, you do not need to complete Section B. All of the information requested in Section B is on your Elevation Certificate.
- Page 3 lists 3 additional items that must be provided:
  1. A FIRM Panel with the property located: The District’s Floodplain Management Services (FMS) Division (602-506-2419) will be happy to prepare this map for you. Or, you may follow the step-by-step instructions in FEMA’s [How to Find Your FIRM and Make a FIRMette](#) if you would like to prepare your own map (please follow Option A in the instructions).
  2. Property Deed: If you don’t have a copy of your deed, you can obtain a copy as follows: Go to the Maricopa County Assessor’s website at <http://mcassessor.maricopa.gov/>. Enter your parcel number (shown in box A3 of your Elevation Certificate) in the search box and click search. When your parcel information is displayed, scroll along the left side until you see Deed#. A number will be shown to the right of this. Click on the number and you will be taken to the Maricopa County Recorder’s website where you can follow the instructions to obtain a copy of your deed.
  3. A tax assessor’s map with your property shown: Again, the District will be glad to assist you with printing this map. Or, you may print it yourself as follows: Go back to the Assessor’s website noted above and enter your parcel number. When your parcel information displays, scroll down the page until along the left side of the page you see “Map Ferret Maps”. Below that will be “Parcel Maps (1)”. Click on “Parcel Maps (1)” and a number will drop down below it. Click on that number and a map will come up which should contain your parcel. Print this map, highlight your parcel number, and submit this with your application.

All of the maps printed from the applications discussed above will print with a scale and a north arrow as required by FEMA. The address to mail your LOMA application may be found on page 3 of the MT-EZ form, just above the FEMA Regions map. FEMA does not charge a review fee for a LOMA application.

Please keep in mind that flooding can and does happen in areas considered outside of the identified 100-year floodplain. A relatively inexpensive “Preferred Risk Flood Insurance Policy” is available to homeowners whose homes are not located within the floodplain, including those removed from the floodplain by a LOMA. Flood insurance is always recommended.