



# Flood Determination Procedures

April 2009

## Flood Determination Procedure

### Normal Address/Lot or Parcel # with Street Name:

- Type Address/Street (zip code at least) into DeLorme
- Type into FEMA Map Service Center (MSC) Search page
- Find County/City info (Netronline , GIS Pilot- to verify exact property location and obtain complete legal description, parcel number and map)
  - If Yes, use this location
  - If No, Use other mapping resources (Live Search, Google Earth, Ask, etc) you must have no less than 2 matching resources in order to continue.
    - If still not found - contact client for additional information.
- Determine flood zone
  - If No (X, X500) - DONE - return determination
  - If Yes (A, AE, AO, VE, etc) - check for LOMC, LOMA or LOMRs
    - If nothing found for address, return as IN flood zone

### Subdivision/Legal Description:

- Type zip code into DeLorme, determine County
- Find County/City info (Netronline, GIS Pilot - to verify exact property location and obtain complete legal description, parcel number and map)
  - If Yes, use this location and skip determine flood zone
- If County does not have info online:
  - Google/Yahoo search for subdivision name:
    - Subdivision website with plat maps
    - Builders sites with maps or directions
    - Minutes from community meetings, real estate sites
- Call the County Assessor or Planning Department
  - Ask for Section-Township-Range,
  - Location of subdivision

- Directions to subdivision
- If still not found - analyst will make contact for additional information.
- Once location has been found, pull up FEMA flood map
- Determine if in flood zone
  - If No (X, X500) - DONE - return determination
  - If Yes (A, AE, AO, VE, etc) - check for LOMC, LOMA or LOMRs
    - If nothing found for address, return as IN flood zone

#### **RR/HC & Box:**

- Type zip code into DeLorme, determine County
- Find County/City info (Netronline, GIS Pilot - to verify exact property location and obtain complete legal description, parcel number and map)
  - If Yes, use this location and skip to #4
- If there is not info online and we do not have a tax map CD:
  - Call the County Assessor's office
    - Give them the information you have (parcel id, owner name)
    - Ask for:
      - Property address
      - Legal description (Lot, Blk, S/D, S-T-R, Directions)
  - If the county does not have or will not give any information - contact the client for additional information.
- Once location has been found, pull up FEMA flood map
- Determine if in flood zone
  - If No (X, X500) - DONE - return determination
  - If Yes (A, AE, AO, VE, etc) - check for LOMC, LOMA or LOMRs
    - If nothing found for address, return as IN flood zone

### Mapping Resources :

- Netronline - [http://www.netronline.com/public\\_records.htm](http://www.netronline.com/public_records.htm)
- GIS Pilot - <http://www.gispilot.com/>
- DeLorme 2009
- Google Earth
- Live Search Maps - <http://maps.live.com/>
- Ask Maps - <http://maps.ask.com/maps?qsrc=265>

