**Community Assistance Visit Checklist**

Prior to your Community Assistance Visit (CAV), it would be beneficial to review the questions on the following Checklist so that you are prepared and can make the most of the visit with the NFIP State Coordinator and/or FEMA Regional Office staff.

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| **Mapping** |
| 1. How do you determine if a property is required to have a floodplain development permit?
 |
| 1. Does your community have a copy of the current FEMA FIRM and FIS?
 |
| 1. What is the effective date of the FIRMs and FIS?
 |
| 1. How often do you use or refer to the FIRMs or FIS?
 |
| 1. Are there any problems using the FIRMs or FIS?
 |
| 1. Are there problems with map accuracy or boundary changes?
 |
| 1. Are there unique hazards not indicated on the maps?
 |
| 1. Has there been a change in the SFHA since the date of the last map?
 |
| 1. If yes, was it man-made or natural?
 |
| 1. Do you know how to access historic maps, effective maps, LOMCs, and create FIRMettes?
 |
| 1. Are you familiar with the LOMC process?
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| **Community Ordinance- Please provide a copy of the floodplain ordinance.** |
| 1. Does your community have a copy of the current floodplain ordinance/regulations?
 |
| 1. When was the floodplain ordinance/regulations last updated?
 |
| 1. What is the community’s process to make an amendment or adopt a new ordinance?
 |
| 1. Have amendments or adoptions been approved by CWCB or FEMA?
 |
| 1. Where are copies kept? Is it available online?
 |
| 1. How often do you refer to the ordinance?
 |
| 1. Are there problems with the interpretation of the regulations?
 |
| 1. Do your subdivision regulations reflect floodplain requirements?
 |
| 1. What role does the FPA play in the review/approval of subdivision submittals?
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| **Permitting- Please provide a blank copy of the floodplain development permit.** |
| 1. How many floodplain development permits have you issued or denied in the past year?
 |
| 1. Is this an increase or decrease from prior years?
 |
| 1. For what types of activities (development) do you issue floodplain development permits?
 |
| 1. What is the procedure for reviewing a floodplain permit application?
 |
| 1. Do you use a permit application checklist?
 |
| 1. How do you determine if a floodplain application is complete?
 |
| 1. Do you require physical copies of all other permits prior to issuing a local floodplain permit?
 |
| 1. Do you communicate with other departments or agencies on floodplain permits? (i.e. Public Works, Engineer, Community Planning, etc.)
 |
| 1. What kind of documentation do you require for residential structures?
 |
| 1. What kind of documentation do you require for non-residential structures?
 |
| 1. How do you make substantial damage/improvement determinations through the permitting process?
 |
| 1. If a project is in the regulatory floodway do you require an encroachment review and/or CLOMR?
 |
| 1. Do you keep floodplain development permits, elevation certificates, and floodproofing certificates on file? Please provide copies.
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| **Enforcement** |
| 1. How do you handle violations? Explain the procedure and the documentation you keep.
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| 1. How many violation cases has the community handled?
 |
| 1. Do you perform regular inspections or drive the floodplain to check for unpermitted development?
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| **Variances** |
| 1. How many variances has the community issued?
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| 1. What is the procedure to review applications with regard to variance procedures?
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| 1. Which entity within the community reviews variance applications?
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| 1. Does the community communicate flood insurance ramifications when issuing a variance?
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| **Outreach** |
| 1. Does the community provide outreach about floodplain management/mapping/insurance?
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| 1. If yes, who is the target audience?
 |
| 1. How is the information distributed?
 |
| 1. Do you utilize the community website to communicate floodplain management/mapping/insurance information?
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| **Disasters** |
| 1. Does the community have a mitigation plan for flooding?
 |
| 1. If yes, where is the document located? How was the FPA involved in the process?
 |
| 1. Has the community experienced recent flooding?
 |
| 1. If yes, is there documentation of damages?
 |
| 1. Were there any damaged structures? How many? Were any substantially damaged?
 |
| 1. If yes, how were substantial damage determinations made?
 |
| 1. Does the community have a disaster Recovery Plan?
 |
| 1. Do you need training in floodplain management or local mitigation planning?
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