



# Standard Operating Procedures

## Administrative Procedures for Floodplain Management and Compliance



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This document can be found at:  
[www.sandiego.gov/floodplain](http://www.sandiego.gov/floodplain)



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## Purpose

This Standard Operating Procedures (SOP) document details the minimum actions required for the **INTAKE, REVIEW, ACCEPTANCE** and **RECORDKEEPING** of all new and substantially improved projects, as well as all repairs due to substantial damage when proposed in a Special Flood Hazard Area (SFHA) and/or near a Levee.

**Stormwater** and **Development Services** are the two City departments primarily responsible for the intake, review, acceptance and recordkeeping. However, all City departments and the general public are encouraged to review this document to understand the overall process and the procedures that must be followed. All City departments are responsible for coordinating effectively to ensure that all projects comply with the City's municipal code and federal and state regulations.

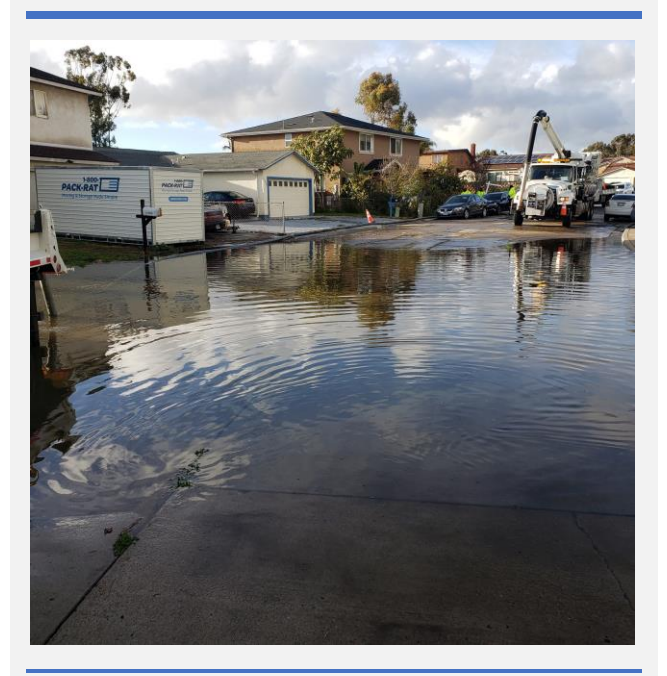
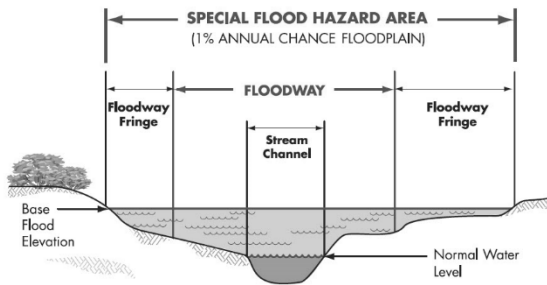


While this SOP is intended to be comprehensive, it cannot nor is it intended to encompass all possible scenarios. Some projects may require a case-by-case review. This SOP has no legally binding effect and may be rescinded or modified at the Department's complete discretion in accordance with applicable laws. This SOP does not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations or binding judicial precedent.

Beyond maintaining compliance, the City of San Diego wants everyone to be safe and understand the risks and concerns present when building or conducting any construction or maintenance activities in the floodplain.

## Common Terminology

**Special Flood Hazard Area (SFHA):** SFHA is a term used to identify a geographic area mapped on a Flood Insurance Rate Map by FEMA as having at least a 1% annual chance of flooding. Projects in these areas must follow strict regulations regarding development.



### **National Flood Insurance Program (NFIP):**

The NFIP makes federally backed flood insurance available in those states and communities that agree to adopt and enforce floodplain management ordinances to reduce future flood damage. Learn more at [www.fema.gov](http://www.fema.gov).

### **Flood Insurance Rate Map**

**(FIRM):** A FIRM is an official FEMA map of the flood zones and Base Flood Elevations within a community.

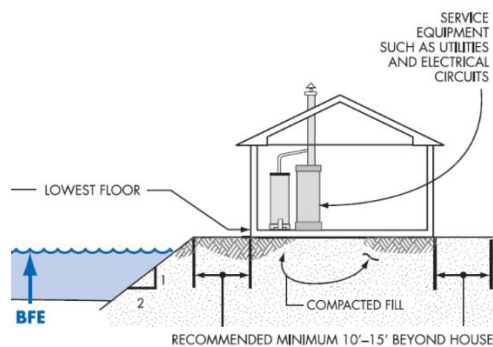


**Flood Insurance Study (FIS):** A compilation and presentation of flood risk data for specific watercourses, lakes and coastal flood hazard areas within a community. When a flood study is completed for the NFIP, the information and maps are assembled into a FIS. The FIS report contains detailed flood elevation data in flood profiles and data tables.

**Natural Floodplain Functions:** The functions associated with the natural or relatively undisturbed floodplain that moderate flooding, maintain water quality, recharge groundwater, redistribute sand, and sediment and provide fish and wildlife habitat.

**Insurable (Structure) Building:** A walled and roofed building, other than a gas or liquid storage tank, principally above ground and affixed to a permanent site as well as a manufactured home on a permanent foundation.

**Base Flood Elevation (BFE):**



The base flood elevation is a value determined by FEMA that helps identify an area's flood risk and the risk of structures flooding if the water surface rises to the level equivalent to the 1% annual chance flood event.

**One percent annual chance flood:** This is the boundary of the flood with a 1% chance of being equaled or exceeded in any given year, also known as the 100-year floodplain.

**Floodway:** Channel of a stream that must be kept free of encroachments so that the 100-year flood discharge can be conveyed.

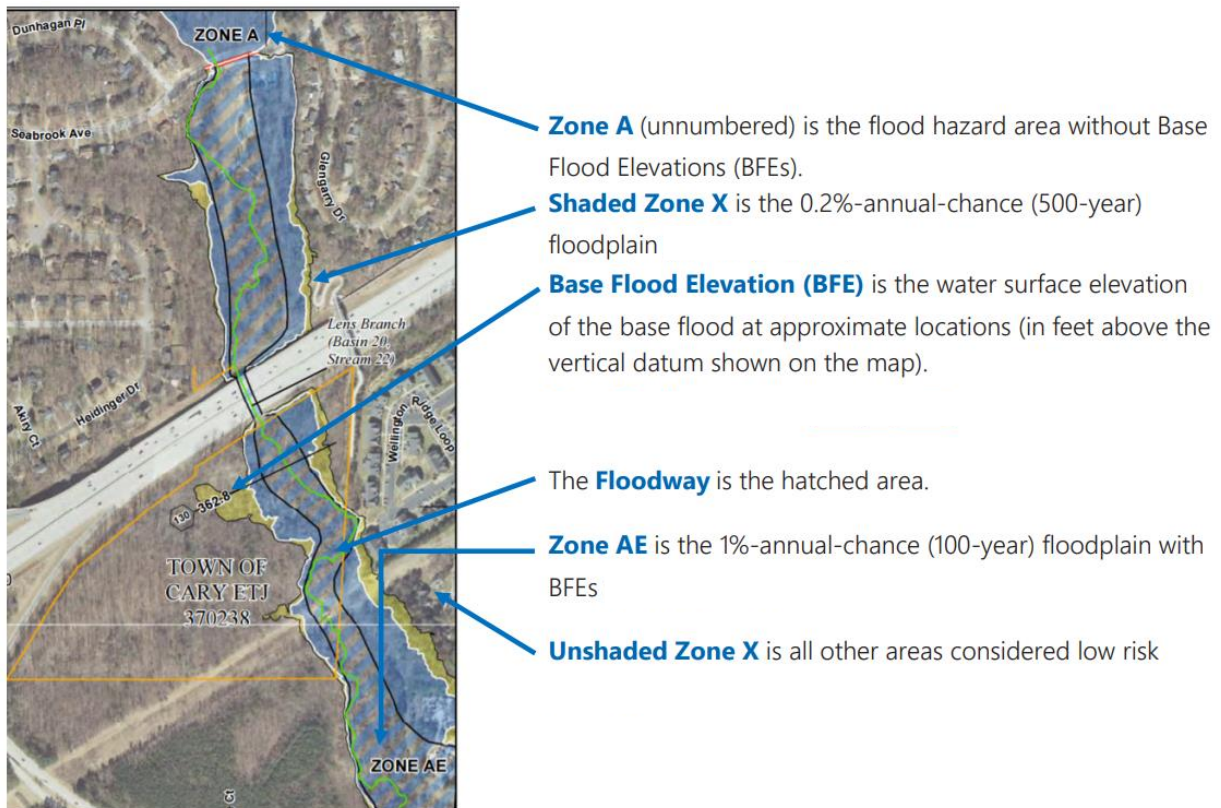
**Letter of Map Amendment (LOMA):** A LOMA is an official amendment, by letter, to an effective National Flood Insurance Program (NFIP) map. A LOMA establishes a property's location in relation to the Special Flood Hazard Area (SFHA). LOMAs are usually issued because a property has been inadvertently mapped as being in a floodplain but is actually on natural high ground above the base flood elevation.

**Letter of Map Revision (LOMR):** A letter from FEMA officially revising the current NFIP map to show changes to floodplains, floodways or flood elevations.

**Coastal V-Zones:** The part of the coastal SFHA where wave heights can be between 1.5 and 3 feet during the base flood event. Because of the higher risk of damage to homes and

other structures in this Zone, FEMA encourages the practice of building to Zone V standards, which are the most hazardous of Special Flood Hazard Areas.

**Flood Zones:** A geographical area shown on a Flood Hazard Boundary Map (FHBM) or a Flood Insurance Rate Map (FIRM) that reflects the severity or type of flooding in the area.

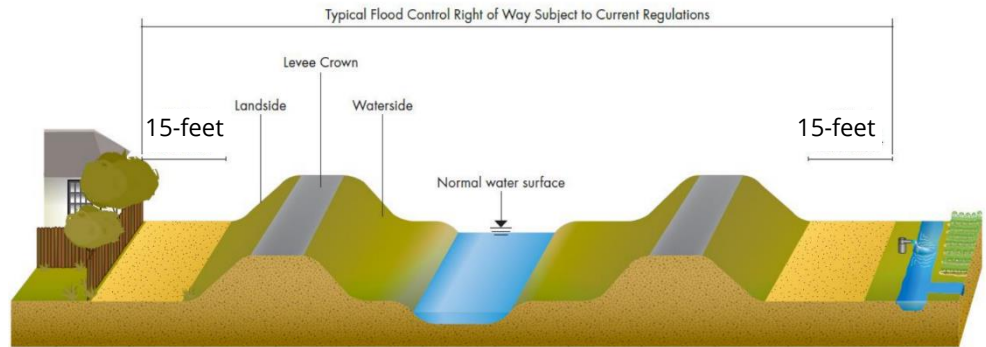




**Levee:** A man-made structure, usually an earthen embankment, designed to contain, control or divert the flow of water to help provide flood protection.

**Levee Right-of-Way:**

The levee right-of-way extends 15 feet beyond the levee's toe-of-slope on the landside of each levee or berm.



**Substantial Improvement:** Any reconstruction, rehabilitation, addition, or other proposed new development of a structure or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations or state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

See Land Development Manual for more information (Appendix S - [www.sandiego.gov/sites/default/files/appendix\\_s.pdf](http://www.sandiego.gov/sites/default/files/appendix_s.pdf))

**Notice to Proceed:** Written permission from the City noting that all the necessary approvals have been granted and the next stage of the project may begin on the specified date.

## Regulatory Agencies

This SOP was developed in accordance with the San Diego Municipal Code (SDMC) which is the primary source for floodplain regulation in the City of San Diego.

The floodplain regulations in the SDMC are based on the floodplain management requirements set forth by the Code of Federal Regulations (CFR) and the United States Code (U.S.C.), as well as the performance standards set forth by the American Society of Civil Engineers (ASCE).



The City's floodplain ordinance governs what can and cannot be done in SFHAs. The ordinance can be found in Chapter 14, Article 3, Division 1 titled "Environmentally Sensitive Lands Regulations", in the San Diego Municipal Code (SDMC).

SDMC §143.0101:

<https://docs.sandiego.gov/municode/MuniCodeChapter14/Ch14Art03Division01.pdf>

Additional Definitions – Land Development Manual, Appendix S:

[https://www.sandiego.gov/sites/default/files/appendix\\_s.pdf](https://www.sandiego.gov/sites/default/files/appendix_s.pdf)



**FEMA**

The CFR is the codification of the general and permanent rules that must be met in SFHAs, in addition to the City's floodplain regulations. The base CFR for the City's NFIP compliance can be found in Title 44, Chapter 1, Subchapter B, Part 60, Subpart A, Section 60.3 titled "Floodplain Management Criteria for Flood-Prone Areas".

Title 44 CFR § 60.3:

<https://www.ecfr.gov/current/title-44/chapter-I/subchapter-B/part-60/subpart-A/section-60.3>



FEMA deems ASCE 24 to meet or exceed the minimum NFIP requirements for buildings and structures. If located within a SFHA, buildings and structures within the scope of the International Building Code (IBC), must be designed in accordance with ASCE 24.

Highlights of ASCE 24:

[https://www.fema.gov/sites/default/files/2020-07/asce24-14\\_highlights\\_jan2015.pdf](https://www.fema.gov/sites/default/files/2020-07/asce24-14_highlights_jan2015.pdf)

ASCE Library:

<https://ascelibrary.org/doi/book/10.1061/asce24>



**US Army Corps  
of Engineers.**

The U.S.C. and CFR governs the designated right-of-way of federally authorized civil works projects. USACE built levees along the San Diego River and Tijuana River that were turned over to the City of San Diego to monitor and maintain as the designated Local Sponsor. The base U.S.C. and CFR for USACE compliance can be found as shown below.

U.S.C. 2011 Title 33 Chapter 9 Subchapter I Section 408:

<https://uscode.house.gov/view.xhtml?req=granuleid:USC-2000-title33-section408&num=0&edition=2000>

33 CFR, § 208.10 (a)(5):

[https://www.ecfr.gov/current/title-33/chapter-II/part-208#p-208.10\(a\)\(5\)](https://www.ecfr.gov/current/title-33/chapter-II/part-208#p-208.10(a)(5))

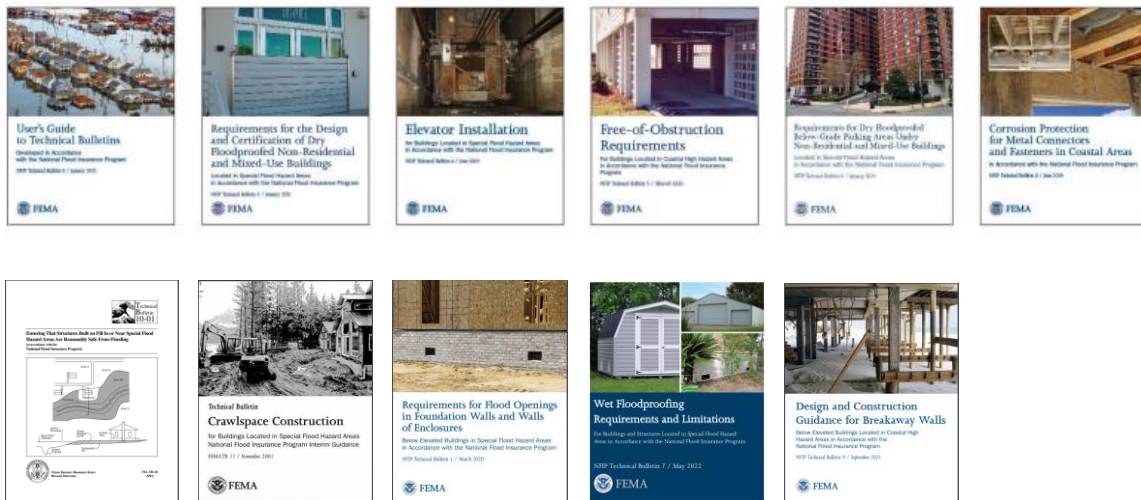


## Other Supporting Documents

In addition to the base federal regulations, there are government publications of technical bulletins, technical letters and other resources that provide guidance for complying with the requirements that should be used and enforced as they apply.

### National Flood Insurance Technical Bulletins

<https://www.fema.gov/emergency-managers/risk-management/building-science/national-flood-insurance-technical-bulletins>



### USACE Engineering Manuals

<https://www.publications.usace.army.mil/USACE-Publications/Engineer-Manuals>

Pub Number	Proponent	Title	Pub Date	Latest Review	Info
EM 5-1-11	CECW-I	Project Delivery Business Process	9/1/2022		<a href="#">i</a>
EM 200-1-2	CEMP-RT	Technical Project Planning (TPP) Process	2/29/2016		<a href="#">i</a>
EM 200-1-4	CEMP-RT	Risk Assessment Handbook - Volume I: Human Health Evaluation	1/31/1999		<a href="#">i</a>



## Compliance Drivers

### The City's Commitment

The City strives to maintain its eligibility in the **NFIP**, **CRS** and the **PL 84-99** programs. As a result, in 1970, the City Council signed a resolution to evaluate flood hazards in all official actions relating to land use in floodplain areas (Resolution No. 201305).

[https://docs.sandiego.gov/council\\_reso\\_ordinance/rao1970/R-201305.pdf](https://docs.sandiego.gov/council_reso_ordinance/rao1970/R-201305.pdf)

### Nation Flood Insurance Program (NFIP)

FEMA's NFIP allows communities that adopt and enforce the minimum federal floodplain regulations to purchase federally subsidized flood insurance policies at a rate less than those offered by private insurance companies. The City's failure to comply with the minimum NFIP standards will render the City ineligible and its communities will lose the opportunity to purchase federally subsidized flood insurance.

### Community Rating System (CRS)

Through the NFIP, FEMA offers a voluntary recognition program called the Community Rating System (CRS). Under the CRS, flood insurance premium rates are discounted to reward community actions that exceed the minimum NFIP requirements and meet the three goals of the CRS, which are: (1) reduce flood damage to insurable properties; (2) strengthen and support the insurance aspects of the NFIP; and (3) encourage a comprehensive approach to floodplain management.

With the City's Chief Operating Officer's approval, the City applied for entry into the CRS program in November 2022, and the City's effective date in the program will be October 1, 2023.

### Public Law (PL) 84-99

The USACE Levee Rehabilitation & Inspection Program, Public Law 84-99 (PL 84-99), provides participating cities, counties and states with flood fighting assistance, and rehabilitation of Federal and non-Federal flood risk management projects (levees) that were damaged or destroyed from a high-water event.



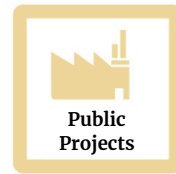
## Quick Start: Private Projects vs. Public Projects in a SFHA



Private projects originate from private citizens or private entities and can be anything below, on or above ground.

For consistency, all Federal, State and other government originated projects will be treated as Private Projects.

Public projects originate from departments within the City of San Diego, and can be anything below, on or above ground.



All projects in a SFHA or within the levee right-of-way shall demonstrate that the floodplain requirements are met, and the project shall not move forward until the project impacts are clear, acceptable and within compliance as determined by the Stormwater Department and/or the Development Services Department.

### Where to begin?

All projects shall begin by determining if the project is in a Special Flood Hazard Area by visiting FEMA's **Flood Map Services Center** through the link below.

<https://msc.fema.gov/portal/home>

Looking for a Flood Map? 

**Enter an address, a place, or longitude/latitude coordinates:**

Enter your project address to see the interactive map for your results.

You may also visit the FEMA **Flood Map Service Center Search** tool to view or download any of the effective FIRMs in PDF format.

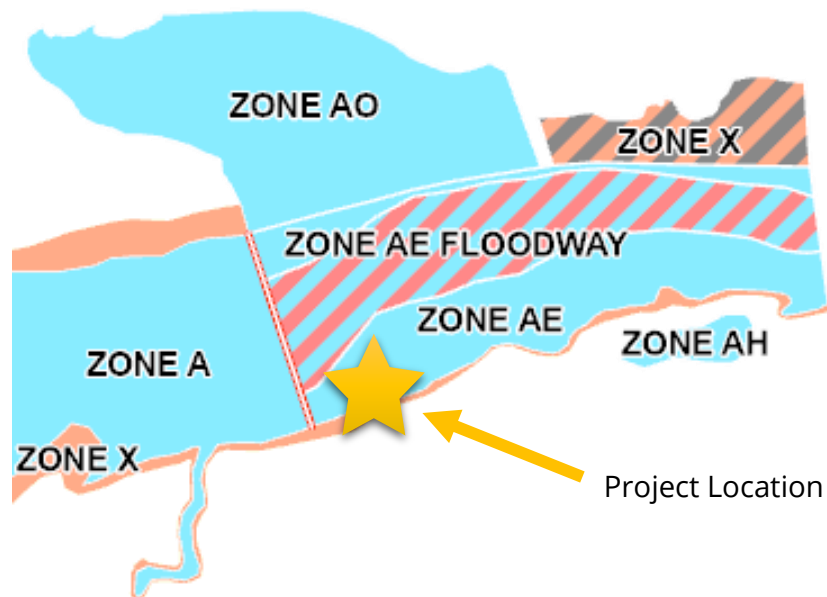
FEMA Flood Map Service Center: Search All Products

Choose one of the three search options below and optionally enter a posting date range.

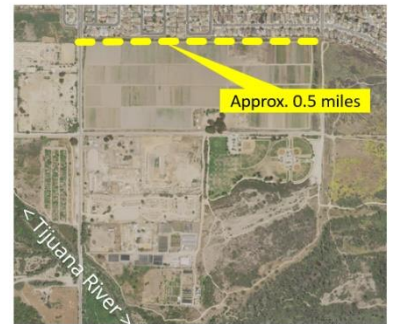
Jurisdiction	Jurisdiction Name	Product ID <a href="#">?</a>
<b>State</b> CALIFORNIA	<b>Jurisdiction Name or FEMA ID</b> <input type="text"/> <small>(Ex. Fairfax County-wide or 51059C)</small>	<b>Product ID</b> <input type="text"/> <small>(Ex. Panel Number, LOM)</small>
<b>County</b> SAN DIEGO COUNTY		
<b>Community</b> SAN DIEGO, CITY OF		

Filter By Posting Date Range (Optional)

If the project touches the floodway, any portion of the floodplain (all flood zones other than Zone X) or the levee right-of-way, then you are in a Special Flood Hazard Area (SFHA) and must comply with the minimum floodplain regulations.



Next, to confirm whether the project encroaches on the levee right-of-way, visit <https://www.sandiego.gov/floodplain> and click on Levee Map.



For internal City staff using ArcGIS or ArcMap, load the following:

- "SWD.CITY.STORM\_WATER" and search for "SDW.CITY.DRAIN\_LEVEE" and "SDW.CITY.DRAIN\_LEVEE\_POLY".

## Project is not in the SFHA?

Floodplain compliance is not required.



## Project is in the SFHA?



### Know the Requirements

The project shall comply with the San Diego Municipal Code for Special Flood Hazard Areas, found in the following sections:



**Chapter 14, Article 2, Division 2 (Drainage Regulations):**

<https://docs.sandiego.gov/municode/MuniCodeChapter14/Ch14Art02Division02.pdf>

**Chapter 14, Article 3, Division 1 (Environmentally Sensitive Lands):**

<https://docs.sandiego.gov/municode/MuniCodeChapter14/Ch14Art03Division01.pdf>



**Know What to Submit for Floodplain Compliance**

The project must submit the following Floodplain Construction Documents, as they apply, so the City can thoroughly evaluate the project’s direct and overall impacts.

Each Regulated Floodplain Construction Document listed below has a dedicated section in this Standard Operating Procedure that shall be followed to meet the minimum requirements.

List of Regulated Floodplain Construction Documents:

FLOODPLAIN CONSTRUCTION DOCUMENTS	WHEN IS THIS NEEDED
<b>CONDITIONAL LETTER OF MAP REVISION</b>	Project is in the floodplain
<b>LETTER OF MAP REVISION</b>	Project changes the flood risk
<b>NO-RISE CERTIFICATE</b>	Project encroaches on the floodway
<b>ELEVATION CERTIFICATE</b>	Insurable structure in the floodplain
<b>LEVEE RIGHT-OF-WAY JUSTIFICATION</b>	Project encroaches on a levee
<b>V-ZONE CERTIFICATE (COASTAL ONLY)</b>	Project is in a coastal V-zone

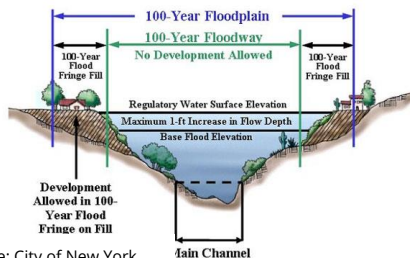


Image Source: City of New York

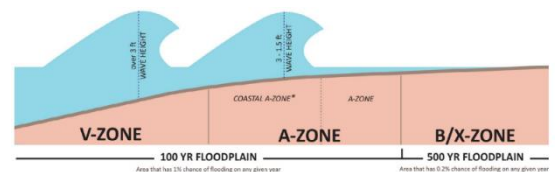
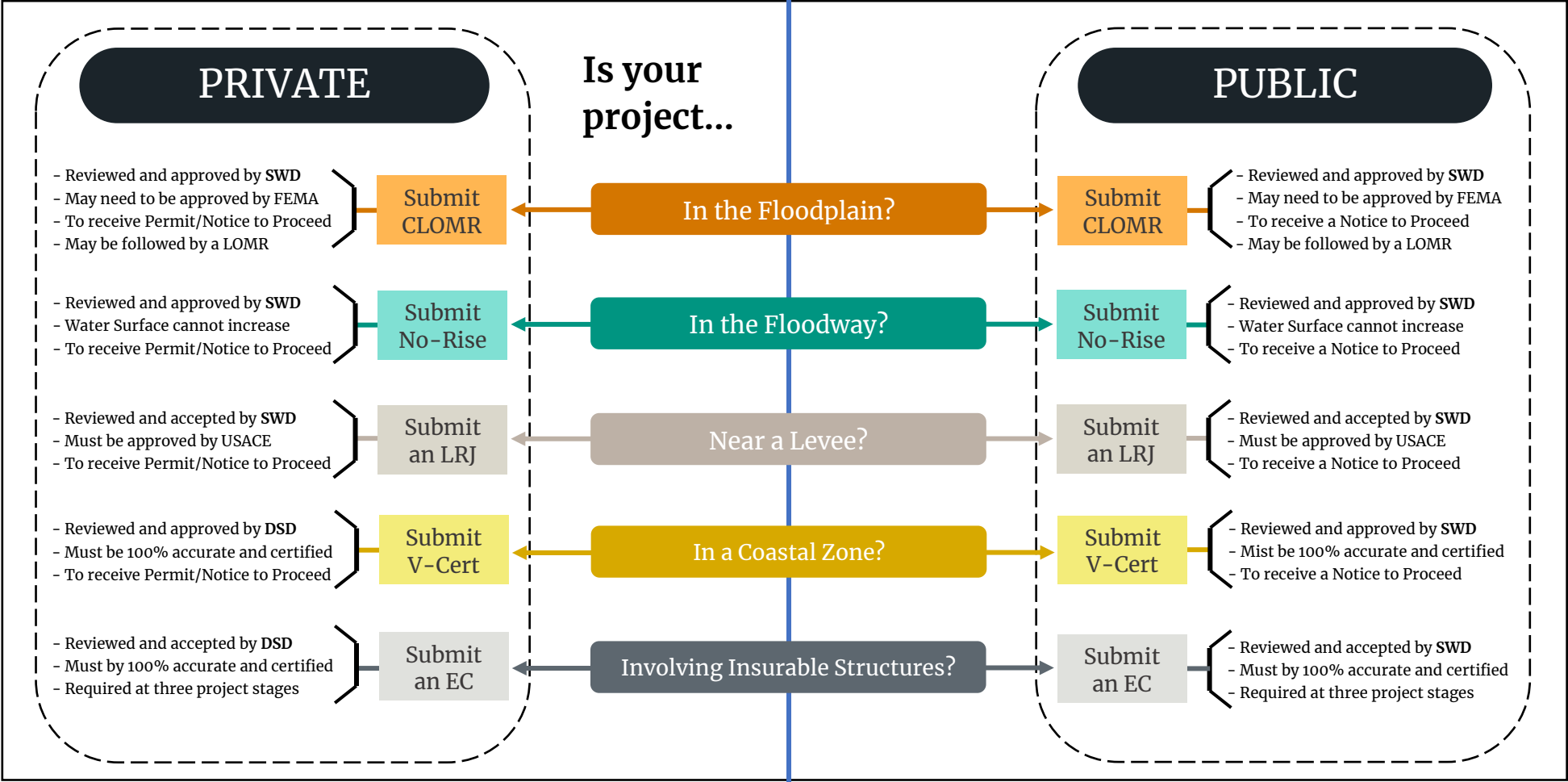


Image Source: City of McMinnville



# Submitting a Project in the SFHA



DSD processing timeline:  
[www.sandiego.gov/development-services/permits/timeline](http://www.sandiego.gov/development-services/permits/timeline)

FLOODPLAIN CONSTRUCTION DOCUMENTS

Each SWD submittal requires a 20-business day review period

## Floodplain Administrative Overview

The following diagram provides an overview of the administrative actions that SWD and DSD will take whenever a project is proposed in a Special Flood Hazard Area.

**I**

### Intake

- Confirm whether the project is in the floodplain or near a levee.
- Log in the project and assign the correct flood zone.
- Inform applicant of floodplain construction documents and review time.

**R**

### Review

- Verify the floodplain regulations are being met.
- Verify all floodplain construction documents are certified and meet floodplain requirements.

**A**

### Acceptance

- The City may only accept the certified floodplain construction documents.
- C/LOMR and LRJs require approval by either FEMA or USACE once they are accepted by the City.

**R**

### Record-keeping

- All floodplain related files shall be stored digitally and maintained.
- All project activity in the SFHA shall be audited annually and provided in a report.



## Intake

- a. All projects shall be checked against the Flood Insurance Rate Maps (FIRM) to determine if the project boundary touches or is within the 100-year floodplain.
- b. All projects shall be checked against the City’s Levee GIS Database to determine whether the project’s boundary encroaches on the levee right-of-way.
  - i. Internal City staff using ArcGIS or ArcMap may load “SDW.CITY.STORM\_WATER” and search for “SDW.CITY.DRAIN\_LEVEE” and “SDW.CITY.DRAIN\_LEVEE\_POLY”.
  - ii. Non-internal City staff may visit <https://www.sandiego.gov/floodplain> and click on Levee Map.
- c. If the project is within the floodplain, it must receive a project tag of one or more of the following:

REGULATED	NOT REGULATED
FEMA-Floodway	FEMA – Zone X
FEMA-Zone A	
FEMA-Zone V	
LEVEE	

*Note that flood zones AE, AO, V & VE are all regulated. X-zones are not regulated.*

*Note that DSD uses PTS and Accela for their recordkeeping. SWD currently uses a temporary database tracking system until the permanent solution is finalized.*

*Note that if any Project is later determined to not be in the SFHA will have its tags updated to FEMA – Zone X.*

- d. All private projects with any of the regulated tag distinctions listed in item C shall receive a DSD floodplain review cycle as part of their permit process.



- e. All private projects must receive a discretionary or ministerial review prior to submitting anything to SWD for review.
- f. All private and public projects with any of the regulated tag distinctions listed in item C shall be reviewed by SWD to evaluate the project's proposed impacts on the floodplain.
- g. All private and public projects in the SFHA that also encroach on the levee right-of-way will receive a floodplain tag called "Levee".
  - i. All projects shall be notified that all levee encroachments must be accepted by SWD and approved by USACE.
- h. DSD/SWD shall inform the applicant of any private or public project of the additional time required for all projects in SFHAs so that they can accommodate for the extra time in their project schedules. They shall also be informed that the City is bound by regulatory requirements that must be followed in their appropriate order before any permits, acceptances or approvals are granted.
- i. The applicant must be notified that the following floodplain construction documents in the table below may apply to their project.

<b>FLOODPLAIN CONSTRUCTION DOCUMENTS</b>	<b>WHEN IS THIS NEEDED</b>
<b>CONDITIONAL LETTER OF MAP REVISION</b>	Project is in the floodplain*
<b>LETTER OF MAP REVISION</b>	Project changes the flood risk
<b>NO-RISE CERTIFICATE</b>	Project encroaches on the floodway
<b>ELEVATION CERTIFICATE</b>	Insurable structure in the floodplain
<b>LEVEE RIGHT-OF-WAY JUSTIFICATION</b>	Project encroaches on a levee
<b>V-ZONE CERTIFICATE (COASTAL ONLY)</b>	Project is in a coastal V-zone

\* See Conditional Letter of Map Revision section to see the unique cases when CLOMRs are not required





## Review

- a. The reviews covered by this SOP are specific to how the project impacts or encroaches on the floodplain/SFHA. All other reviews (i.e., interior drainage, building and etc.), are all handled separately from this floodplain review and follow their own process and require their own timeline.
- b. All floodplain reviews done by SWD shall receive a response within 20 business days and there is no limit to the number of review-cycles a project can have.
- c. All floodplain reviews done by DSD shall follow the Permit Process Timeline (<https://www.sandiego.gov/development-services/permits/timeline>); there is no limit to the number of review-cycles a project can have.
- d. Each round of comments will include a spreadsheet listing the details of each comment, and all marked up documents will be stored digitally and provided to the applicant.
- e. The applicant shall be informed that a No-Rise Certificate is required if the allowed development is proposed in a floodway.
  - i. The proposed fill and/or structural encroachment shall not increase the pre-project base flood elevations, floodway elevations or floodway data widths greater than 0.00 feet.
  - ii. All No-Rise Certificates must be submitted for review and approval by SWD.
  - iii. Upon completion of the improvements, a certified Professional Engineer or Surveyor shall sign a confirmation letter to confirm that the project was built as proposed to close out the project.
- f. The applicant shall be informed that a CLOMR & LOMR are required if the proposed project impacts the area's hydrologic and/or hydraulic characteristics by the incorporation of fill, structures, mitigation or any activities in the floodplain.

- i. All private projects must first receive a discretionary or ministerial review from DSD before submitting to SWD.
- ii. The applicant must submit a CLOMR to SWD for review and acceptance before the applicant can submit the CLOMR to FEMA for FEMA's review and approval.
- iii. After FEMA approves the CLOMR and issues an official letter, the applicant shall submit that letter to SWD and DSD for permission (i.e., grading permit, notice to proceed, etc.) to begin any project-related activity in the floodplain.
- iv. The CLOMR shall be followed by a LOMR (*within 30-days of the end of construction*) which the applicant must submit along with the As-Built plans to SWD for review and acceptance before submitting to FEMA for review, approval and official map change.
- v. An occupancy or grading hold shall be placed by DSD for private projects and shall not be cleared until FEMA's LOMR approval letter is received.
- vi. For all projects, structures shall not be occupied, or the project shall not be deemed complete until FEMA's LOMR approval letter is received.
- g. The applicant shall be informed that an Elevation Certificate is required for all insurable structures in a SFHA to obtain an occupancy permit.
  - i. For private projects, all Elevation Certificates must be submitted to DSD for a completeness review at all the following stages:

Construction Drawings	Building Under Construction ( <i>at the foundation pouring stage</i> )	Finish Construction
-----------------------	--	---------------------



- ii. For public projects, all Elevation Certificates must be submitted to SWD for a completeness review at all the following stages:

Construction Drawings	Building Under Construction <i>(at the foundation pouring stage)</i>	Finish Construction
-----------------------	--	---------------------

- h. The applicant shall be notified that a Coastal V-Zone Design and Construction Certificate is required for all insurable structures proposed in a coastal flood zone.

- i. For private projects, all Coastal V-Zone Certificates must be submitted to DSD for a completeness review at all the following stages:

Design Stage	Building Under Construction <i>(after anchoring)</i>
--------------	--

- ii. For public projects, all Coastal V-Zone Certificates must be submitted to SWD for a completeness review at all the following stages:

Design Stage	Building Under Construction <i>(after anchoring)</i>
--------------	--

- i. The applicant shall be notified that a Section 408 permit is required for all allowable encroachments that are proposed within the levee right-of-way.

- i. A Levee Right-of-Way Justification signed by a registered engineer shall be submitted to SWD (for both public and private projects) to be reviewed.

- ii. Only after the proposed encroachment is determined by SWD to be acceptable shall the applicant submit the Levee Right-of-Way Justification request to USACE for review.





- iii. Only after the USACE approves the Levee Right-of-Way Justification or determines that a Section 408 permit is not needed and an official USACE letter is received shall construction begin on the site.



## Acceptance or Rejection

- a. The following **must occur before a Grading and/or Building Permit can be issued for private projects or before any construction activity may begin for public projects.**

### **Conditional Letter of Map Revision (CLOMR)**

- i. The CLOMR must receive acceptance from SWD in the form of a Community Acknowledgment Form (CAF).

AND

- ii. The CLOMR must receive approval from FEMA in the form of an official letter acknowledging how the proposed flood risk will be mapped if built as proposed.

AND

- iii. Confirmation from SWD that the 30-day public notification comment period has expired and that all concerns from the neighboring properties have been addressed (if any).

### **No-Rise Certificate**

- iv. A No-Rise Certificate must be reviewed and accepted by SWD to confirm that the proposed project does not impact the area's hydrologic and/or hydraulic conditions. Once SWD has confirmed, SWD will provide the applicant with an official letter concluding the No-Rise review stating the rejection or acceptance of the project if built as proposed. *Note that all acceptable encroachments within the*

*100-year floodplain may require compliance with other flood-related requirements.*

### **V-Zone Certificate**

- v. A Coastal V-Zone Certificate must be reviewed and accepted by DSD for all private projects and reviewed and accepted by SWD for all public projects at the design and construction stages.
- vi. The certificate must be 100% complete and certified.

### **Levee Right-of-Way**

- vii. The encroachment must be on the acceptable encroachment list per this SOP and the Levee Right-of-Way Justification must be submitted to SWD (for both private and public projects) and must confirm that the encroachment will not negatively impact the levee or its function in any way.

AND

- viii. The Levee Right-of-Way Justification must be approved by USACE or determined by USACE that a Section 408 permit is not required. The official letter from USACE must be received.

AND

- ix. The project plan shall include a dedicated sheet showing the levee encroachment.

### **Elevation Certificate**

- x. If an insurable structure is proposed in the floodplain/SFHA, an Elevation Certificate must be accepted by DSD (for private projects) or SWD (for public projects) for 100% completeness at

the construction drawing stage to fulfill the City's Community Rating System (CRS) Requirements.

- xi. A revised EC shall also be submitted during the construction stage once the construction has begun, and the building foundation is being poured.
- xii. The final EC must be 100% complete, signed by a licensed professional and submitted within 30 days of the end of construction.

**Letter of Map Revision (LOMR)**

- xiii. The LOMR must receive acceptance from SWD in the form of a community acknowledgment form (CAF).

AND

- xiv. The LOMR must receive approval from FEMA in the form of an official letter confirming that the completed revisions will take effect on the FIRM.

AND

- xv. Confirmation from SWD that the 30-day public notification comment period has expired and all the neighboring concerns have been addressed (if any).





## Recordkeeping

All Floodplain Construction Documents, the corresponding comments, and all letters and documentation from FEMA and USACE shall be retained and logged by both DSD (for all private projects) and SWD (for all private and public projects reviewed) so that annual reporting can be completed.

- a. DSD shall digitally store all floodplain construction documents in PTS, Accela, and OpenText.
- b. SWD shall digitally store all floodplain construction documents in its current database and on the department's local drive.
- c. All DSD floodplain records, including the status of permits, shall be available to SWD for general access and annual reporting.
- d. DSD & SWD shall ensure that the number of projects in the SFHA can be retrieved based on the flood zone designation.
- e. DSD shall produce reports listing the activities and all the floodplain construction documents on an annual basis.
- f. SWD shall geographically map the floodplain information in its current database.

# Additional Requirements That Shall Be Enforced

## Plan Sets and As-Builts

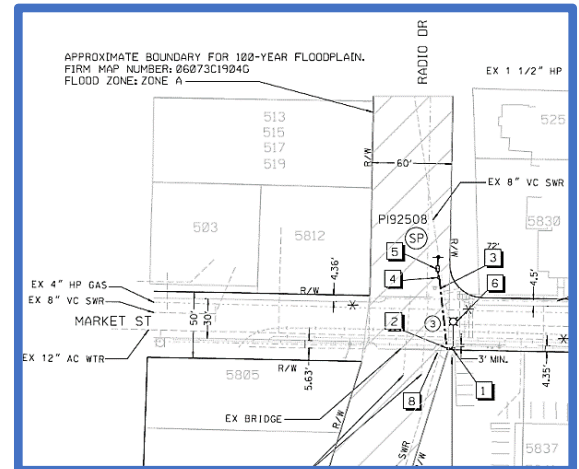
All projects with plan sheets must contain the following:

A dedicated section on the Cover Sheet with the following notes:

- i. For C/LOMR and NRC, the Consultant that conducted the analysis.
- ii. The FEMA FIRM number(s).
- iii. The relevant Flood Zone(s).
- iv. The SDMC floodplain reference.
- v. Explicitly state whether the project is in the floodway.
- vi. Explicitly state whether the project encroaches on the levee ROW.
- vii. Note which Floodplain Construction Documents apply (*i.e.*, C/LOMR/ EC, etc.)

On relevant plan sheets (all sheet types *i.e.*, D, L, etc.)

- i. Clearly delineate the 100-year floodplain and the floodway.
- ii. Clearly call out the floodplain and floodway limits.
- iii. Label all relevant Flood Zones.



## Projects in Flood Zone A

Flood Zone A is a regulated flood zone that does not have base flood elevations. Projects that propose improvements in this zone shall be required to determine the existing base flood elevations based on FEMA's effective data, in addition to determining the impacts of their proposed improvements.

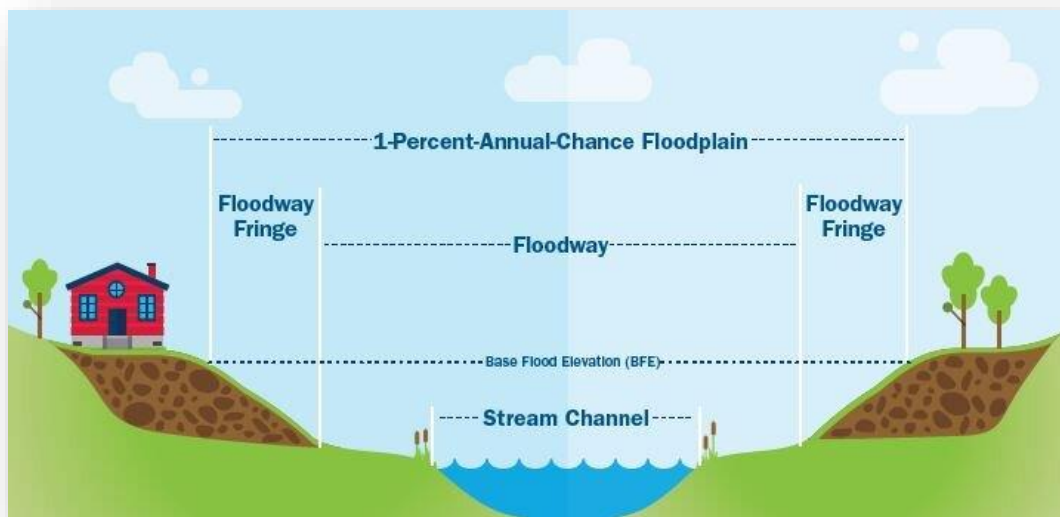
In the case where the resulting impacts do not change the flood risk or impact the flood hazard limits, a map change will not be required, but the newly determined BFEs must be recorded with FEMA.

To do this, the applicant must submit their CLOMR and LOMR to FEMA for approval to ensure that the newly determined data is reflected on the FIRM and available for all future projects in the area.

## Required Floodplain Construction Documents

There are two categories of regulatory documents essential to the City's floodplain review process. Those categories will be referred to as **Map Change** and **No Map Change**.

A **Map Change** requires FEMA's approval, and it refers to any allowable new or substantial improvement that impacts an area's hydrologic and/or hydraulic characteristics to the point that causes a change in the base flood elevation and/or a change in the limits of the floodway or floodplain. See the components of a floodplain below.



Floodplain components. image credit: Tulsa Engineering

A **No Map Change** does not require FEMA's approval; it refers to any allowable improvement that does not impact the pre-project base flood elevations, floodway elevations, floodway data or floodplain limits. A No-Rise Certificate is an example of a No Map Change.

CATEGORIES	FLOOD IMPACT	CITY ACCEPTANCE	FEMA APPROVAL
<b>MAP CHANGE</b>	Yes	Yes	Yes
<b>NO MAP CHANGE</b>	No	Yes	No

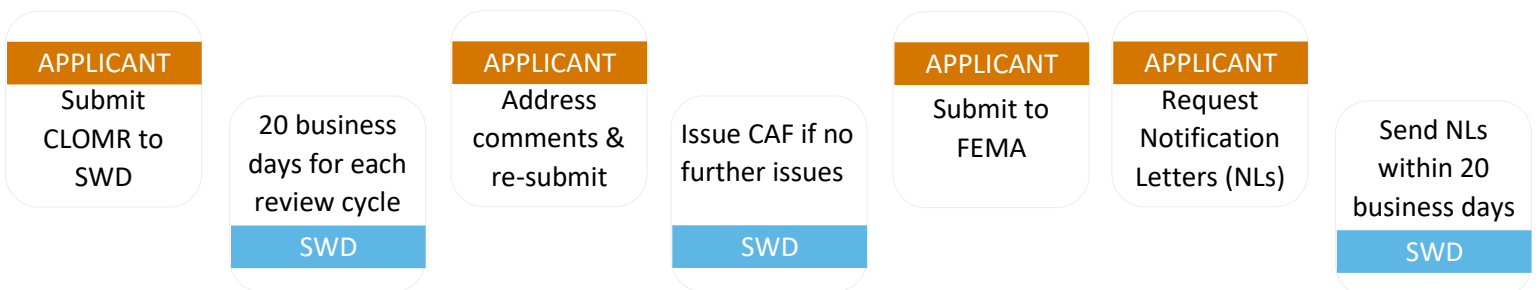
Map change reference table

The following regulatory documents are relevant to these two categories, and at least one or more of the following floodplain construction documents will be required for all projects in a SFHA.

Details on each document will be provided in the following sections.

DELIVERABLES ( <i>REGULATORY DOCUMENTS</i> )	MAP CHANGE	NO MAP CHANGE
<b>CONDITIONAL LETTER OF MAP REVISION</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>LETTER OF MAP REVISION</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>NO-RISE CERTIFICATE</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ELEVATION CERTIFICATE</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>LEVEE RIGHT-OF-WAY JUSTIFICATION</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>COASTAL V-ZONE CERTIFICATE</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Conditional Letter of Map Revision



A Conditional Letter of Map Revision (CLOMR) is required when a new or substantial improvement proposes a change to the floodplain that will cause an increase in the base flood elevation (flood levels) of more than 0.00 ft in a floodway and/or 0.1 ft in a floodplain.

A CLOMR alone is not sufficient to officially change an NFIP Flood Insurance Rate Map (FIRM) because it is only the first of a two-stage process.

- 1 The first stage is the CLOMR which represents the project's proposed design that shows its impacts and how it plans to meet the minimum floodplain requirements.
- 2 The second stage is the LOMR which represents the completed (As-Built) condition reflecting what was originally proposed and accepted. This stage initiates the official map (FIRM) change with FEMA.

An occupancy permit cannot be issued based on a CLOMR; the CLOMR can be used to request a grading permit or permission to begin construction once the CLOMR has been accepted by SWD and approved by FEMA.

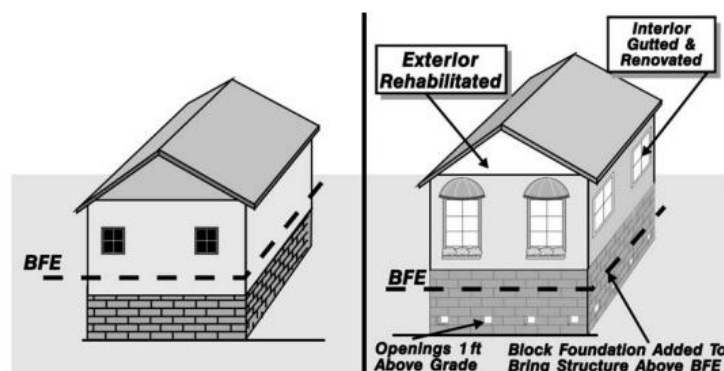
## Special Cases

A CLOMR analysis helps to protect against exacerbating the existing flood risk, and it helps to prevent adverse effects on surrounding homes and insurable structures, but in some cases, some projects in a SFHA may not require a CLOMR.

In those special cases, the determination shall be made by both DSD and SWD for all private projects, and the determination shall be made by SWD for all public projects.

These special case project types include:

- Substantial improvements that do not require a grading permit, or if a grading permit is required, the post-project ground elevations do not increase.
- Substantially damaged projects that do not require a grading permit or if a grading permit is required, the post-project ground elevations do not increase.





## What to Submit

A CLOMR request shall include the required supporting information as listed below.

1. Completed application forms. The latest forms can be found on FEMA's website through the following address: (<https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2>)
2. A narrative describing the purpose of the request, scope, project details, project address, parcel/APN and methodology used to analyze the project's impact.
3. Hydrologic computations, along with digital files of computer models used.
4. Hydraulic computations, along with digital files of computer models used (*including effective, duplicate, corrective, pre-project and post-project conditions*).
5. Certified topographic map with floodplain and regulatory floodway boundary delineations.
6. Annotated FIRM and/or Flood Boundary and Floodway Map (FBFM) to reflect changes due to the project. FIRMs and/or FBFMs can be accessed online at: <https://msc.fema.gov/portal>.
7. Design plans for all hydraulic structures and/or grading within the floodplain along the revised reach.
8. Proof of compliance with the Endangered Species Act (ESA). Detailed information regarding this requirement can be found on the FEMA website through the following link: (<https://www.fema.gov/flood-maps/change-your-flood-zone/esa>)
9. Proof of compliance with SDMC §143.0101, Title 44 CFR § 60.3, ASCE 24 and 33 CFR, § 208.10 (a)(5) as they apply.
10. A section acknowledging and discussing that the floodplain requirements are met, signed by a Professional Engineer.
11. A draft of the public notification letters, a list of the impacted property APNs, and the owner's contact information (see subsequent section).



## Where to Submit

All private projects must receive a discretionary or ministerial review from DSD before submitting the CLOMR to SWD.

The CLOMR shall be submitted to SWD to confirm the project's compliance with the City's floodplain regulations before it can be submitted to FEMA.

FEMA will not approve a CLOMR without the City's prior acceptance.

The completed CLOMR package for both private and public projects, must be submitted to SWD via the following email address.

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** CLOMR Submittal – Project Name | PTS number or Originating City Department

**Message Body:** Briefly introduce yourself, identify the point of contact, and describe the project and the proposed impacts.

**Attachment or Link:** CLOMR, digital modeling files, and all other supporting files. Please note that the City's email system only accepts attachments up to 20 MBs.

## Time Frame

The CLOMR package can be submitted by the applicant only after the project has been formally submitted to DSD (private projects) or only after an initial meeting is held with SWD (public projects).



Once submitted, SWD will work with the applicant and provide the applicant with comments within 20 business days. Each round of comments will restart the 20-business day count.

## Submit to FEMA

Only after the CLOMR has been accepted by SWD and the Community Acknowledgement Form (CAF) is signed by SWD – may the applicant then submit the City accepted CLOMR package to FEMA.

### FEES

The current fee schedule for FEMA submittals can be found on the FEMA website through the following link:

<https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees>)

### PORTAL

The Online Letter of Map Change portal for submitting to FEMA can be found through the following link:

<https://hazards.fema.gov/femaportal/onlinelomc/signin>).

### FULL DETAILS

Full details for submitting to FEMA can be found on the FEMA website through the following link:

<https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms>

### TIME FRAME

FEMA's review time may vary, but the standard timeframe could be up to 90 days.

## Public Notification Letters

Once the CLOMR is submitted to FEMA and only after FEMA requests the public notification letters, the applicant may submit a request to SWD for the public notification letters to be reviewed and sent out to all affected property owners via the following email address.

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** CLOMR Notification Request – Project Name | PTS number or Originating City Department

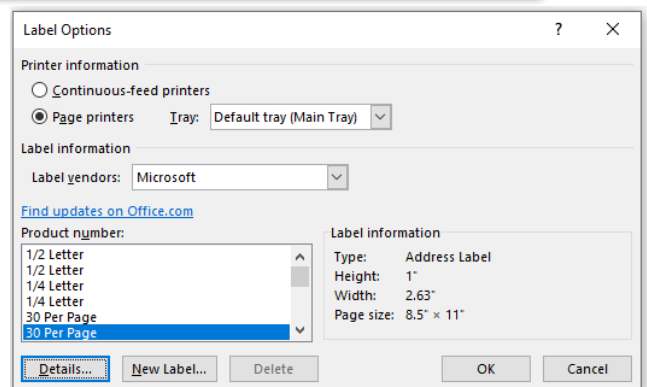
**Message Body:** Identify the point of contact, briefly describe your project and note the total number of affected property owners.

**File Attachments:**

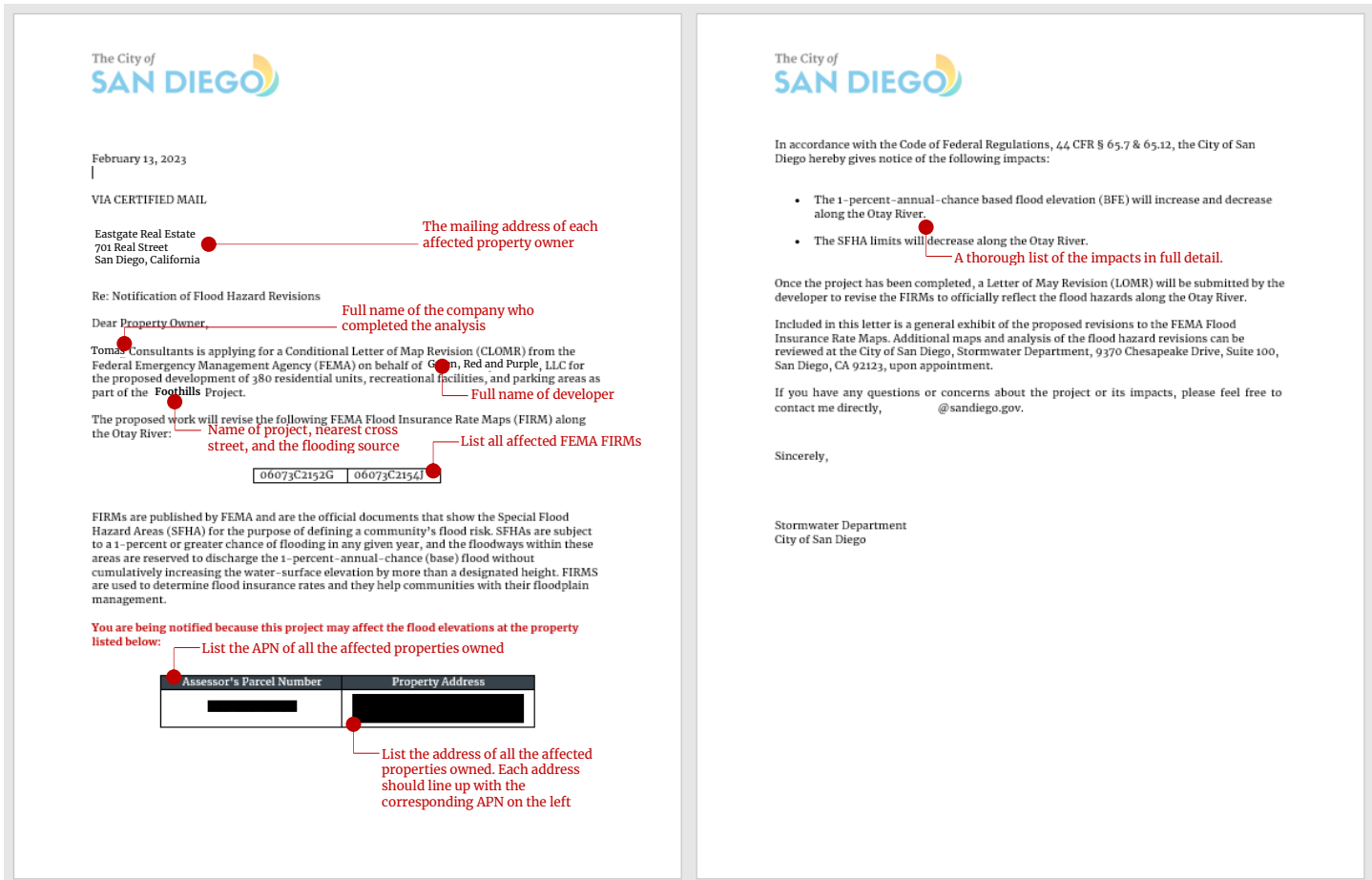
- 1) A FEMA-approved notification letter in Microsoft Word format based on the template below
- 2) An Excel formatted list of all the affected property owners (i.e., owner's full name, mailing address, property address, property APN)
- 3) A Microsoft Word file with all the affected property addresses arranged in a label format based on the label information detailed below
- 4) A clear map showing the impacted areas with the existing and proposed changes clearly shown. The map must include the APNs of all impacted properties

Please note that the City's email system only accepts attachments up to 20 MBs.

Microsoft Word mailing label  
example



The following is an example of the CLOMR Notification Letter to use as a template.



Once the notification letters are mailed out, SWD will send the applicant confirmation that the letters were sent via certified mail for the applicant to provide to FEMA.

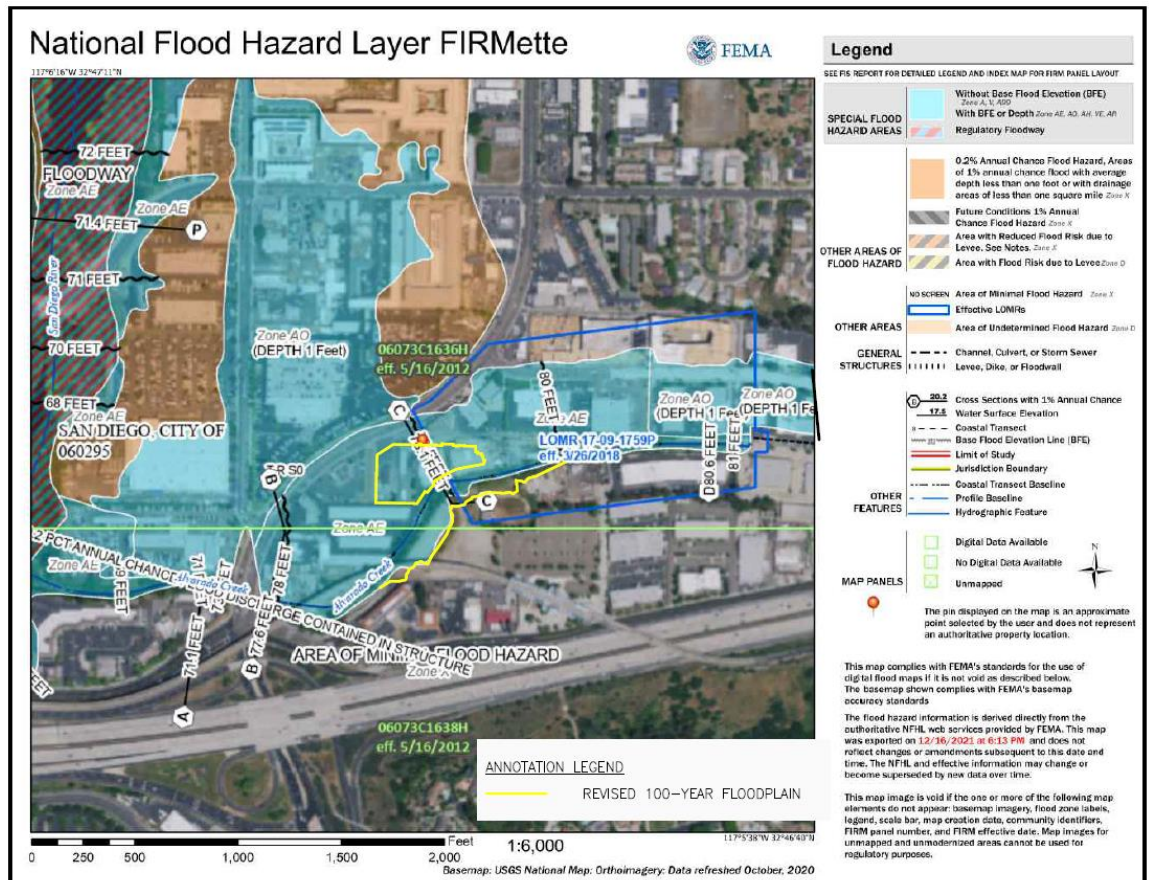
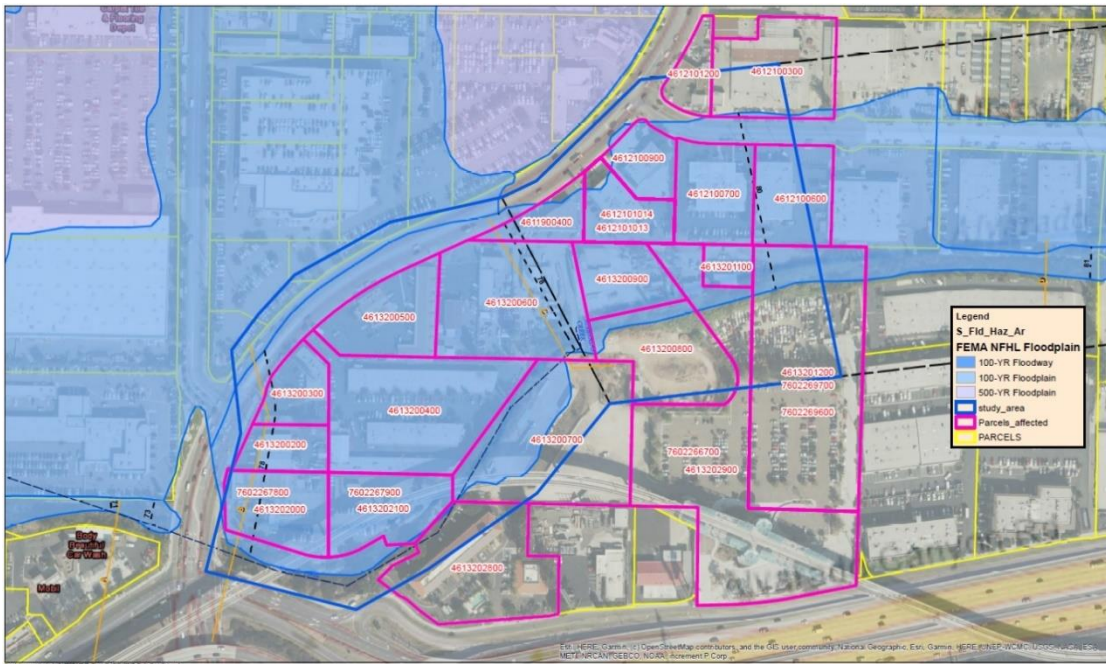
The affected property owners will be given 30 days to express any concerns or questions. SWD will notify the applicant of any public concerns and questions and the applicant must resolve all concerns and address all questions.

After 30 days, SWD will notify the applicant that no concerns or questions were received or that the concerns and questions received were resolved.

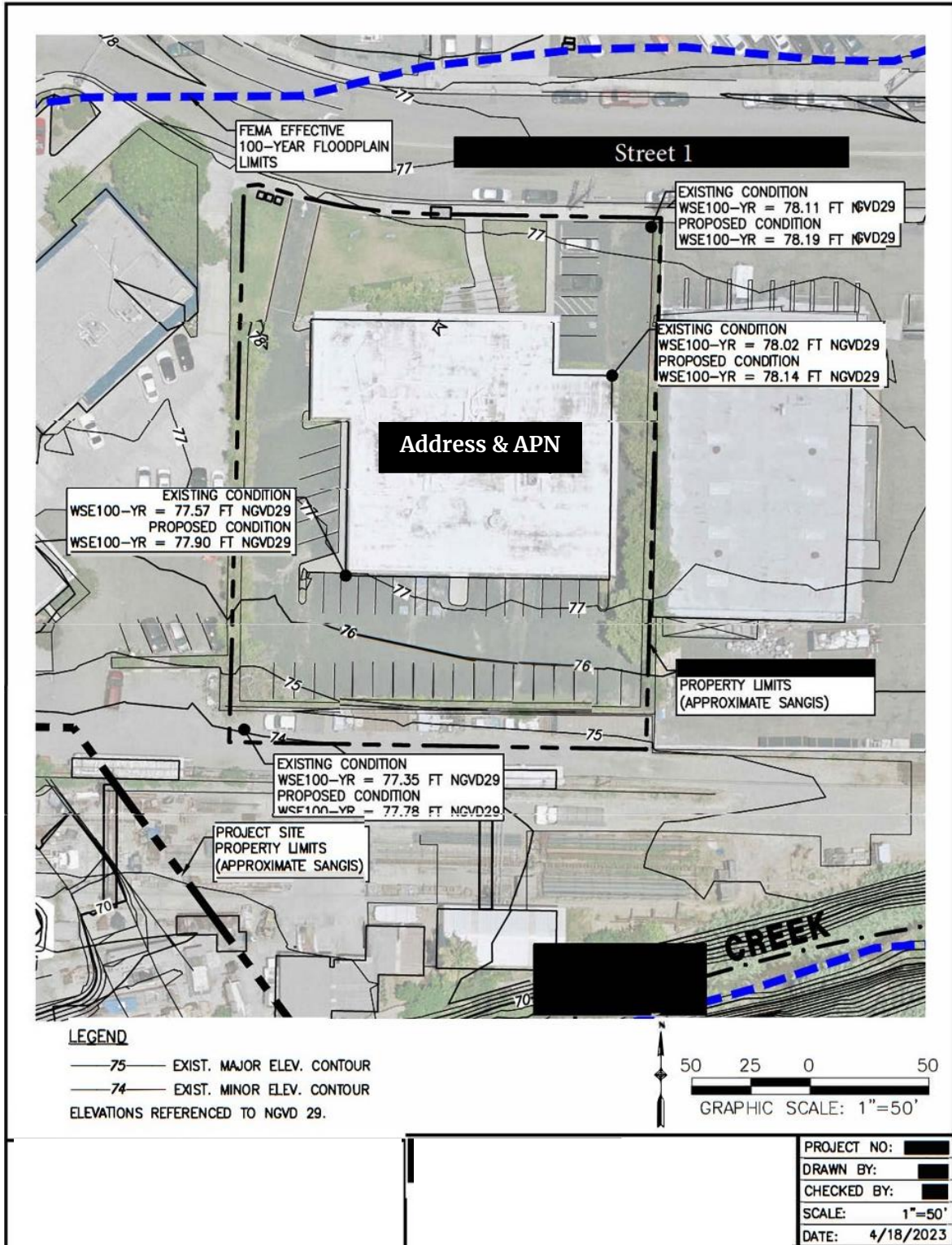


The following is an example of the required exhibit(s) for the notification letters. The exhibit

must clearly show the before and after conditions as well as the affected parcels with their APN.



The following is an example of the exhibit that shall be provided for each neighboring property that will be impacted by the proposed improvement. The exhibit shall show the 100-year before and after water surface elevations around the property and structures.



## Letter of Map Revision

A Letter of Map Revision (LOMR) is the process of officially revising the FIRM and/or FBFM based on the improvements proposed through the CLOMR.

A LOMR is the second of a two-stage process to confirm that the proposed project was built as approved and meets the floodplain requirements. It also details the post-project conditions that will be reflected in the official FEMA FIRM change.



For private projects, an occupancy permit or project closure can only be requested after the LOMR is accepted by SWD and after FEMA confirms that the FIRM change was approved.



For public projects, occupancy or project closure can only occur after the LOMR is accepted by SWD and after FEMA confirms that the FIRM change was approved.

## What to Submit

A LOMR submittal follows the CLOMR and is done for the purpose of updating the flood hazard map based on the As-Built conditions of the project. This step is important because flood insurance rates are based on the most up-to-date FIRMs, which depict a property's flood risk.

A LOMR request shall include the required supporting information as listed below.

1. Completed application forms. The latest forms can be found on FEMA's website through the following address: (<https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2>)
2. A narrative describing the purpose of the request, scope, project details, parcel numbers and methodology used to analyze the project effects.
3. As-Built hydrologic and hydraulic analysis.
4. Duplicate effective and As-Built HEC-RAS results.



5. Annotated FIRM and/or Flood Boundary and Floodway Map (FBFM) to reflect the As-Built changes due to the project. Current FIRMs and/or FBFMs can be accessed online at: <https://msc.fema.gov/portal>.
6. Certified topographic work map with the As-Built floodplain and regulatory floodway boundaries delineated.
7. Certified As-Built plans that must include all hydraulic structures and/or grading within the floodplain along the revised reach. The As-Built plans must also include the floodplain notes on the cover sheet and clearly have the floodplain and floodway limits called out and delineated on the corresponding plan sheets.
8. Proof of compliance with the Endangered Species Act (ESA). Detailed information regarding this requirement can be found on the FEMA website through the following link: (<https://www.fema.gov/flood-maps/change-your-flood-zone/esa>).
9. Proof of compliance with SDMC §143.0101, Title 44 CFR § 60.3, ASCE 24 and 33 CFR, § 208.10 (a)(5) as they apply.
10. A section acknowledging and discussing that the floodplain requirements are met, signed by a Professional Engineer.
11. A draft of the public notification letters, a list of the impacted property APNs and the owner's contact information (see subsequent section).
12. The previously approved CLOMR, comments and all other documentation related to the CLOMR's approval.

An explanation of the items listed above can be found on FEMA's website through the following address: (<https://fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2#instructions>)



## Where to Submit

The LOMR shall be submitted to SWD to confirm that the floodplain measures detailed in the CLOMR were built and reflected on the certified As-Built plans.

FEMA will not approve a LOMR and officially change the flood risk maps without the City's prior acceptance.

The completed LOMR package for both private and public projects must be submitted to SWD via the following email address.

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** LOMR Submittal – Project Name | PTS number or Originating City Department

**Message Body:** Briefly introduce yourself, identify the point of contact, and describe the project and the proposed impacts.

**Attachment or Link:** LOMR, Digital Modeling Files and all other supporting files. Please note that the City's email system only accepts attachments up to 20 MBs.

## Time Frame

The LOMR package can be submitted by the applicant only after the As-Built plans are completed.



Once the LOMR is submitted, SWD will provide the applicant with comments within 20 business days. Each round of comments will restart the 20 business-day count.

## Submit to FEMA

Only after the LOMR has been accepted by SWD and the signed CAF received, the applicant may submit the LOMR package to FEMA.

### FEES

The current fee schedule for FEMA submittals can be found on the FEMA website through the following link:

<https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees>

### PORTAL

The Online Letter of Map Change portal for submitting to FEMA can be found through the following link:

<https://hazards.fema.gov/femaportal/onlinelomc/signin>

### FULL DETAILS

A full list of information for submitting to FEMA can be found on the FEMA website through the following link:

<https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms>

### TIME FRAME

FEMA's review time may vary, but the standard timeframe could be up to 90 days.



## Public Notification Letters

Once the LOMR is submitted to FEMA and only after FEMA requests the public notification letters, the applicant may submit a request to SWD for the public notification letters to be reviewed and sent out to all affected property owners via the following email address.

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** LOMR Notification Request – Project Name | PTS number or Originating City Department

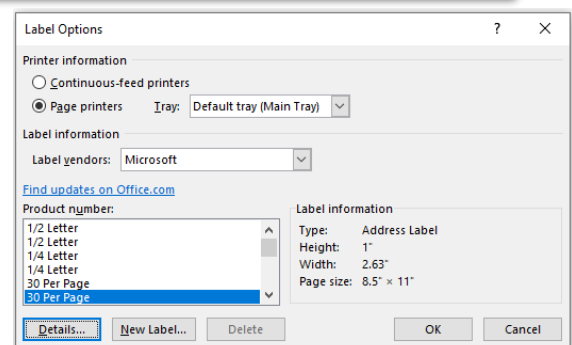
**Message Body:** Identify the point of contact, briefly describe your project, and note the total number of affected property owners.

**File Attachments:**

- 1) A FEMA-approved notification letter in Microsoft Word format based on the template below.
- 2) An Excel formatted list of all the affected property owners (i.e., owner's full name, mailing address, property address, property APN).
- 3) A Microsoft Word file with all the affected property addresses arranged in a label format based on the label information detailed below.
- 4) A clear map showing the impacted areas with the existing and proposed changes clearly shown. The map must include the APNs of all impacted properties.

Please note that the City's email system only accepts attachments up to 20 MBs.

Microsoft Word mailing label example



The following is an example of the LOMR Notification Letter to use as a template.

**The City of**  
**SAN DIEGO**

(1 & 2)  
March 7, 2023

VIA CERTIFIED MAIL

County of San Diego  
1600 Pacific Highway  
San Diego, CA 92101

Re: Notification of Flood Hazard Revisions

Dear Property Owner,

**Tim Engineering** is applying for a Letter of Map Revision (LOMR) from the Federal Emergency Management Agency (FEMA) on behalf of **Green Development** to revise the following FEMA Flood Insurance Rate Map (FIRM).

FEMA Flood Insurance Rate Map:  
06073C1904G

Revisions to the FIRM will reflect the construction of the **Hon Suites** project at the corner of **Federal Street and Township Way** along the Encanto Branch of **South Las Chollas Creek**.

FIRMs are published by FEMA and are the official documents that show the Special Flood Hazard Areas (SFHA) for the purpose of defining a community's flood risk. SFHAs are subject to a 1-percent or greater chance of flooding in any given year, and the floodways within these areas are reserved to discharge the 1-percent-annual-chance (base) flood without cumulatively increasing the water-surface elevation by more than a designated height. FIRMS are used to determine flood insurance rates and they help communities with their floodplain management.

You are being notified because this project may have affected the flood elevations at the properties listed below:

Assessor's Parcel Number	Property Address
548-040-06-00	5125 Market Street
548-040-39-00	415 Euclid Avenue

**The City of**  
**SAN DIEGO**

In accordance with the Code of Federal Regulations, 44 CFR § 65.7 & 65.12, the City of San Diego hereby gives notice of the following impacts:

- The 1-percent-annual-chance base flood elevation (BFE) will increase along the Encanto Branch of South Las Chollas Creek.
- The SFHA limits will increase and decrease along the Encanto Branch of South Las Chollas Creek.

Included in this letter is a general exhibit of the proposed revisions to the FEMA FIRM. Additional maps and analysis of the flood hazard revisions can be reviewed at the City of San Diego, Stormwater Department, 9370 Chesapeake Drive, Suite 100, San Diego, CA 92123, upon appointment.

If you have any questions or concerns about the project or its impacts, please feel free to contact me directly within **30-days from the date of this letter** to ensure that your concerns can be addressed before the FIRM is finalized, @sandiego.gov.

Sincerely,

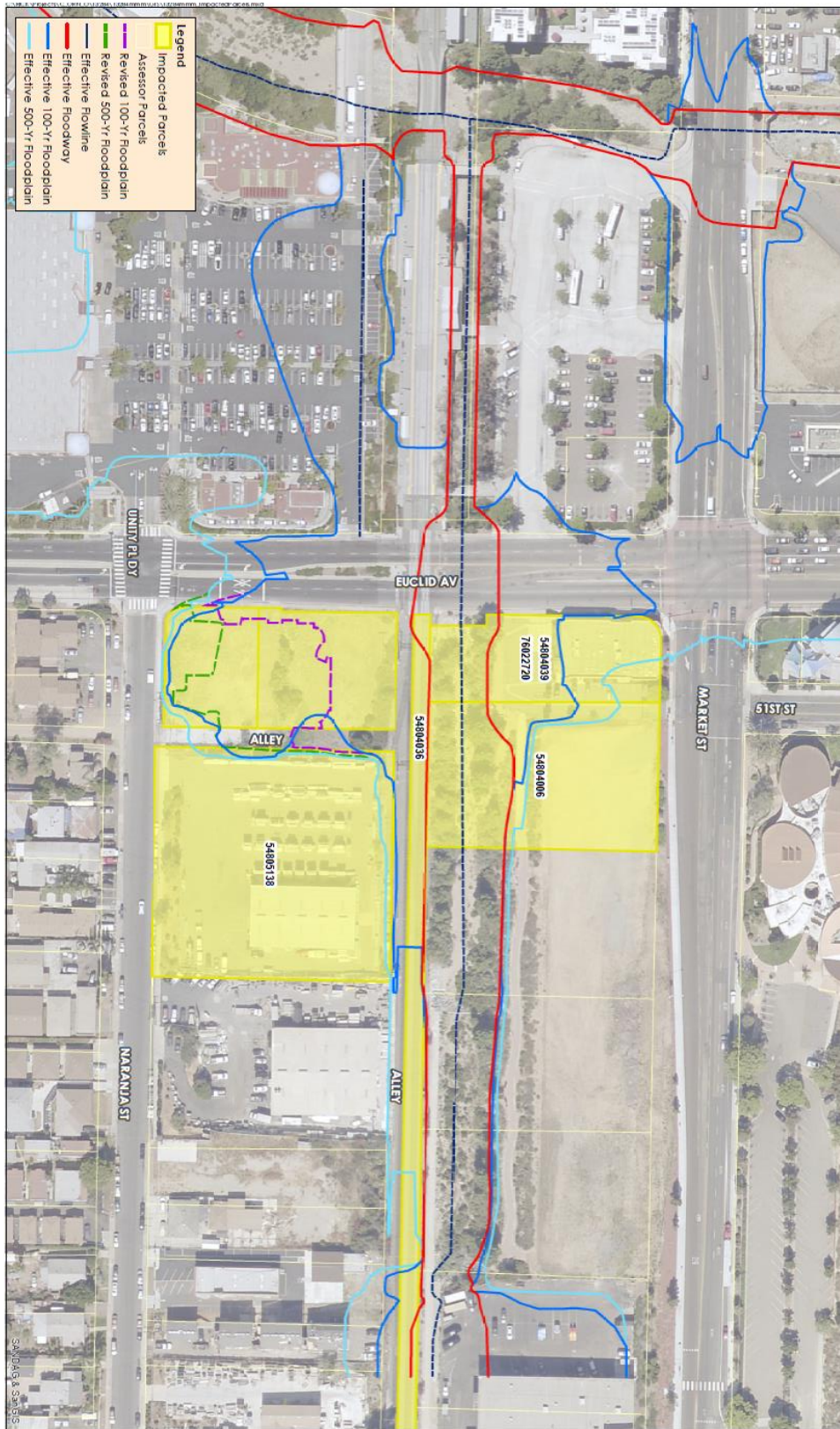
Stormwater Department  
City of San Diego

Once the Notification letters are mailed out, SWD will send the applicant confirmation that the letters were sent via certified mail for the applicant to provide to FEMA.

The affected property owners will be given 30 days to express any concerns or questions. SWD will notify the applicant of any public concerns, and questions and the applicant must resolve all concerns and address all questions.

After the 30 days, SWD will notify the applicant that no concerns or questions were received or that the concerns and questions received were resolved.





The following is an example of the required exhibit(s) for the notification letter. The exhibit must clearly show the before and after conditions as well as the affected parcels with their APN.

## No-Rise Certificate

A No-Rise Certificate is required for all projects (public or private) when the improvement or encroachment is within a floodway, and the improvement shall not increase the base flood elevation, shall not increase the width of the floodway or adversely impact the flood risk hazards in any way.



**Private Projects:** Prior to requesting any building, grading or development permits or conducting any activities in the floodway, the applicant must first submit a No-Rise Certificate and obtain acceptance from SWD to confirm that the proposed development will not impact the pre-project base flood elevations, floodway elevations or floodway data.

widths.



**Public Projects:** Prior to conducting any building, grading, development or any activities in the floodway, the applicant must first submit a No-Rise Certificate and obtain acceptance from SWD to confirm that the proposed development will not impact the pre-project base flood elevations, floodway elevations or floodway data widths.

## What to Submit

A No-Rise Certificate must be supported by technical data, signed, and sealed by a licensed engineer. The supporting technical data should be based on hydraulic and hydrologic analyses that utilize the same model used for the effective Flood Insurance Study (FIS) and FIRM.

The effective model must be requested from the FEMA Engineering Library at [FEMA-EngineeringLibrary@fema.dhs.gov](mailto:FEMA-EngineeringLibrary@fema.dhs.gov). A typical data request is approximately \$300 as of the date of this resource.

If it is demonstrated that the effective hydraulic model is unavailable, an alternative model can be prepared but must be calibrated to reproduce the FIS profiles within 0.5 feet.

Models used in the analysis must be on FEMA's accepted models' list.

The "No-Rise" supporting data package shall include, but is not limited to the following:

1. A Narrative describing the purpose of the request, scope, project details, parcel numbers and methodology used to analyze the project effects.
2. The Duplicate Effective model (printouts and/or the digital modeling files).
3. The Corrected Effective model (if applicable).
4. Existing conditions or pre-project model (printouts and/or the digital modeling files).
5. Proposed conditions or post-project model (printouts and/or the digital modeling files).
6. FIRM and topographic work map, showing floodplain and floodway, any additional cross-sections and the site location with the proposed topographic modification superimposed onto the maps.
7. A copy of the effective FIRM showing the current regulatory floodway.
8. Documentation clearly stating the analysis procedures. All modifications made to the effective Flood Insurance Study (FIS) model to represent revised existing conditions, as well as those made to the revised existing conditions modeled to represent proposed conditions.
9. Effective Floodway Data Table copied from the FIS report.
10. Statement defining source of additional cross-section topographic data and supporting information.
11. Cross-section plot, of the added cross-sections, for the existing and proposed conditions.
12. Any plan sheets that represent the project.
13. The source from which input for the original FIS model was taken.





14. The No-Rise Certificate Statement is signed and sealed by a licensed engineer.

For additional information regarding the supporting documents listed above, please refer to the following link (<https://semspub.epa.gov/work/10/500004410.pdf>).



Below is the No-Rise Certification that must be completed by a licensed engineer and submitted with the supporting documents listed above.

## ENGINEERING "NO-RISE" CERTIFICATION

Proposed Development: \_\_\_\_\_  
(Name of Development)

Project Address: \_\_\_\_\_

This is to certify that I am a duly qualified engineer licensed to practice in the State of California.

It is to further certify that the attached technical data supports the fact that the development proposed in the floodplain will not increase the Base Flood Elevations (100-year flood), floodway elevations and the floodway widths on \_\_\_\_\_ at published sections in the Flood.  
(Name of Stream)

Insurance Study for \_\_\_\_\_, dated \_\_\_\_\_  
(Name of Community)

and will not increase the Base Flood Elevations (100-year flood), floodway elevations, and floodway widths at unpublished cross-sections in the vicinity of the proposed development.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

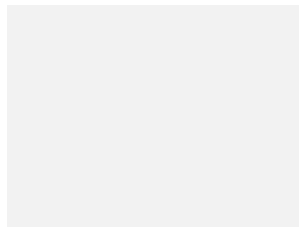
EMAIL \_\_\_\_\_

Representing \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

CERTIFYING SEAL OR STAMP



## Where to Submit

The No-Rise package can be submitted by the applicant only after the project has been formally submitted to DSD (private projects) or only after an initial meeting is held with SWD (public projects).



&



Both private and public projects shall be submitted to SWD and emailed according to the information below.

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** No-Rise Submittal – Project Name | DSD Project Number or Originating City Department

**Message Body:** Identify the point of contact, briefly describe your project and note the total number of affected property owners.

**Attachment or Link:** No-Rise, digital modeling files, and all other supporting files.

Please note that the City's email system only accepts attachments up to 20 MBs.

## Time Frame



Once submitted, SWD will provide the applicant with comments within 20 business days. Each round of comments will restart the 20 business-day count.

## Elevation Certificate

An Elevation Certificate (EC) is extremely important because it is used to show that a new or substantially improved structure is adequately elevated to comply with the City's floodplain regulations. It is also used by insurance companies and the NFIP to determine the appropriate flood risk rating for flood insurance premiums.

The Elevation Certificate is a form published by FEMA that contains information related to the flood risk, property and building characteristics (i.e., the base flood elevation, flood zone, and the lowest floor elevation).

The Elevation Certificate must be signed and sealed by a licensed professional.

The completeness and accuracy of this document are very important to the property's safety and the City's CRS compliance, and the submitted documents will be reviewed thoroughly before they are accepted.



An Elevation Certificate can never be approved by the City. They can only be accepted by the City. The licensed professional who signs the document confirms that the data provided on the document is correct.

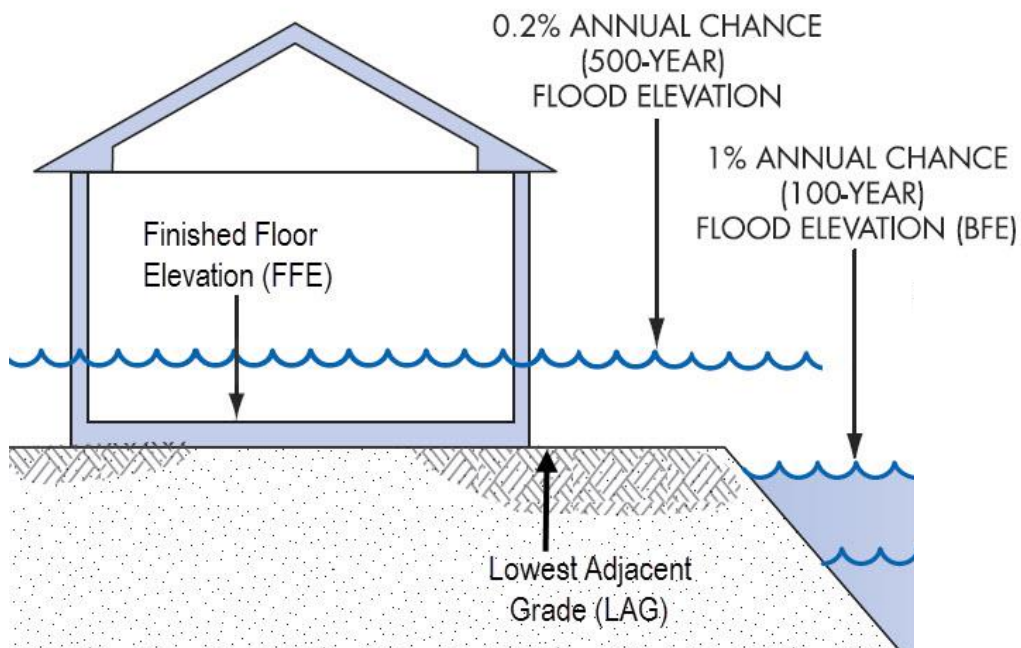
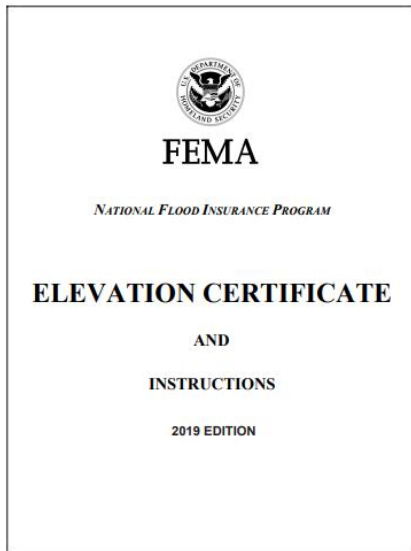


Illustration of BFE vs FFE

## What to Submit

As of the date of this SOP, the current FEMA Elevation Certificate form is dated 2019 and the most current form must be used until a new form is made available.



The form can be found on the FEMA website through the following link:

[https://www.fema.gov/sites/default/files/2020-07/fema\\_nfip\\_elevation-certificate-form\\_feb-2020.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nfip_elevation-certificate-form_feb-2020.pdf)

Full instructions can be found on the FEMA website through the following link:

[https://www.fema.gov/sites/default/files/2020-07/fema\\_nfip\\_elevation-certificate-form-instructions\\_feb-2020.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nfip_elevation-certificate-form-instructions_feb-2020.pdf)



Photos of the property must be included in the submittal to be accepted, and all fields in the EC must be filled in or noted as "N/A."

## Where to Submit

To comply with the CRS requirements, Elevation Certificates must be submitted by the applicant at three different stages of the project.

- 1) At the design stage.
- 2) When the structures are under construction.
- 3) 30-days after construction is complete.



**Private Projects:** DSD shall review the Elevation Certificates and the submittals shall be delivered according to the plan checker's instructions.



**Public Projects:** SWD submittals shall be emailed according to the information below:

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** Elevation Certificate Submittal – Project Name & City Department

**Message Body:** Briefly introduce yourself, identify the point of contact and briefly describe your project.

**Attachment:** Signed EC and all supporting files.

Please note that the City's email system only accepts attachments up to 20 MBs.

## Time Frame



**Private Projects:** Once submitted, DSD will provide comments based on their established review cycle schedule.

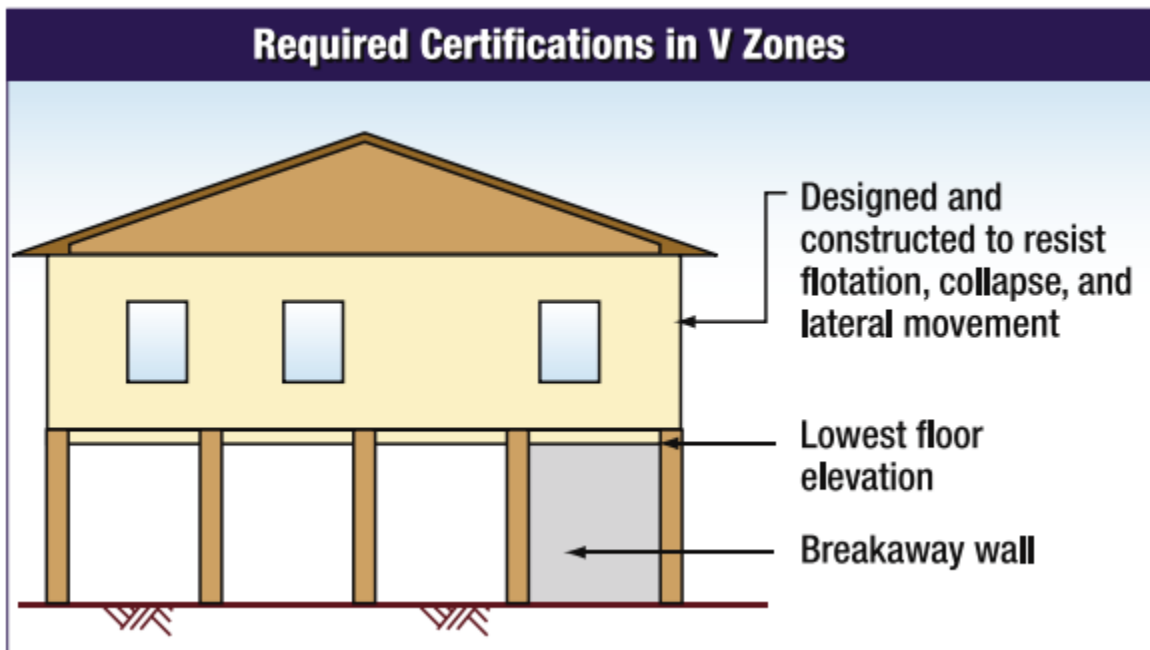
**Public Projects:** Once submitted, SWD will provide the applicant with comments within 20 business days, except for the submittal made during construction, which will receive an expedited review. For the design and final submittals, each round of comments will restart the 20 business-day count.

## Coastal V-Zone Certificate

The National Flood Insurance Program (NFIP) requires the community to adopt a floodplain management ordinance that specifies minimum design and construction requirements. Those requirements include a certification of the structural design and the methods of construction.

Specifically, NFIP regulations and local floodplain management ordinances require that:

- A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction.
- A registered professional engineer or architect shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the following criteria:
  - The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the Base Flood Elevation (BFE).
  - The pile or column foundation and structure attached to it are anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Water loading values used shall be those associated with the Base Flood.



## What to Submit

The V-Zone Certificate is not a substitute for and cannot be submitted without an Elevation Certificate.

The following form will be made available on the City's Floodplain Management website ([www.sandiego.gov/floodplain](http://www.sandiego.gov/floodplain)) and must be filled in and certified by a licensed engineer or architect.

The form must be submitted at the design stage AND once the building is in construction.

V-ZONE CERTIFICATE	
Name _____	Policy Number ( <i>Insurance Co. Use</i> ) _____
Building Address or Other Description _____	
City _____	State _____ Zip Code _____
<b>SECTION I: Flood Insurance Rate Map (FIRM) Information</b>	
Community Number _____ Panel Number _____ Suffix _____ Date of FIRM Index _____ FIRM Zone _____	
<b>SECTION II: Elevation Information</b>	
<i>NOTE: This Certificate does not substitute for an Elevation Certificate</i>	
1. Elevation of the Bottom of Lowest Horizontal Structural Member.....	_____ feet (NGVD)
2. Base Flood Elevation (BFE).....	_____ feet (NGVD)
3. Elevation of Lowest Adjacent Grade.....	_____ feet (NGVD)
4. Approximate Depth of Anticipated Scour/Erosion used for Foundation Design.....	_____ feet (NGVD)
5. Embedment Depth of Pilings or Foundation Below Lowest Adjacent Grade.....	_____ feet (NGVD)
<b>SECTION III: V-Zone Certification Statement</b>	
<i>NOTE: This section must be certified by a registered engineer or architect</i>	
I certify that I have developed or reviewed the structural design, plans, and specifications for construction and that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the following provisions:	
<ul style="list-style-type: none"> <li>• The bottom of the lowest horizontal structural member of the lowest floor (excluding piles and columns) is elevated to or above the BFE; and</li> <li>• The pile and column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of the wind and water loads acting simultaneously on all building components. Water loading values used are those associated with the base flood. Wind loading values used are those required by the applicable State or local building code. The potential for scour and erosion at the foundation has been anticipated for conditions associated with the base flood, including wave action.</li> </ul>	
<b>SECTION IV: Breakaway Wall Certification Statement</b>	
<i>NOTE: This section must be certified by a registered engineer or architect when breakaway walls exceed a design safe loading resistance of 20 pounds per square foot</i>	
I certify that I have developed or reviewed the structural design, plans, and specifications for construction and that the design and methods of construction to be used for the breakaway walls are in accordance with accepted standards of practice for meeting the following provisions:	
<ul style="list-style-type: none"> <li>• Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and</li> <li>• <b>The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (wind and water loading values to be used are defined in Section III).</b></li> </ul>	
<b>SECTION V: Certification</b>	
<i>Signature below certifies: _____ Section III; _____ Section IV</i>	
Certifier's Name _____	Company Name _____
Title _____	License Number _____
Street Address _____	
City _____	State _____ Zip Code _____
Signature _____	Date _____ Telephone Number _____



## Where to Submit

The Coastal V-Zone Certificate must be submitted by the applicant at the design stage once the construction has begun.



**Private Projects:** DSD shall review the Coastal V-Zone Certificate and the submittal shall be delivered according to the plan checker's instructions.



**Public Projects:** SWD submittals shall be emailed according to the information below:

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** Coastal V-zone Certificate Submittal – Project Name & City Department

**Message Body:** Briefly introduce yourself, identify the point of contact and briefly describe your project.

**Attachment:** Signed CV-zone and all supporting files.

Please note that the City's email system only accepts attachments up to 20 MBs.

## Time Frame

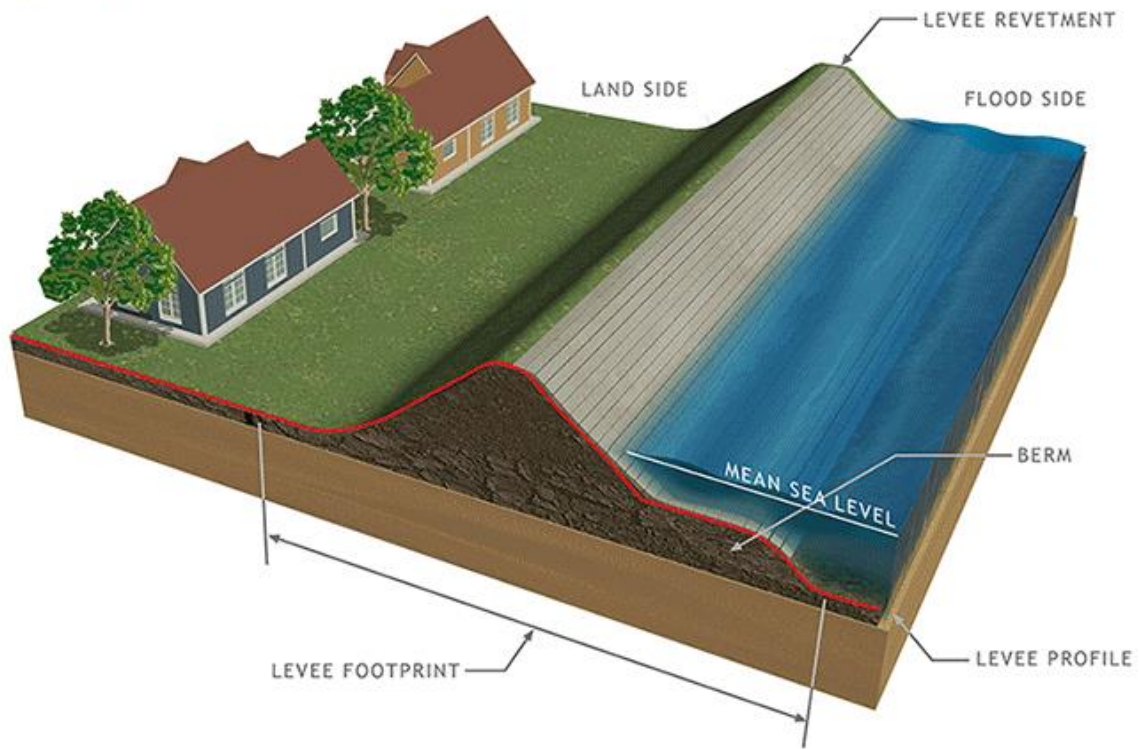


**Private Projects:** Once submitted, DSD will provide comments based on the established review cycle schedule.

**Public Projects:** Once submitted, SWD will provide the applicant with comments within 20 business days. Each round of comments will restart the 20 business-day count.

## Levee Right-of-Way Justification

Within the floodplain, there are levees that provide a specific level of protection against flooding in some special flood hazard areas.



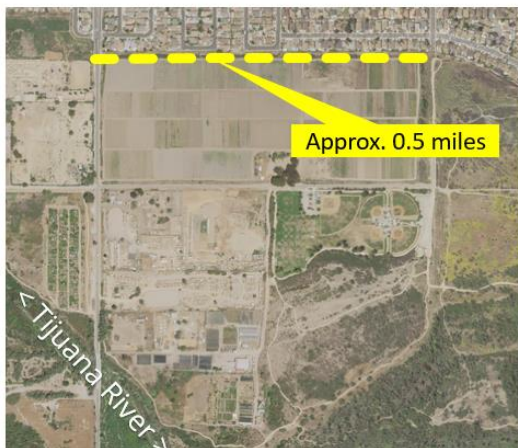
The City maintains four levees that were constructed by the United States Army Corps of Engineers, who also regulate their ongoing condition and maintenance for the City's eligibility in the Federal Levee Rehabilitation Program. See the Table for affected communities below.

RIVER SOURCE	AFFECTED COMMUNITIES	LEVEES	WATERSHED(S)
<b>San Diego River</b>	Mission Bay Park Ocean Beach Peninsula Midway-Pacific Highway Linda Vista Old Town San Diego Mission Valley	Three Levees	San Diego River Mission Bay
<b>Tijuana River</b>	Tijuana River Valley	One Levee	Tijuana

### City-owned levees along the San Diego River



### City-owned levee along the Tijuana River

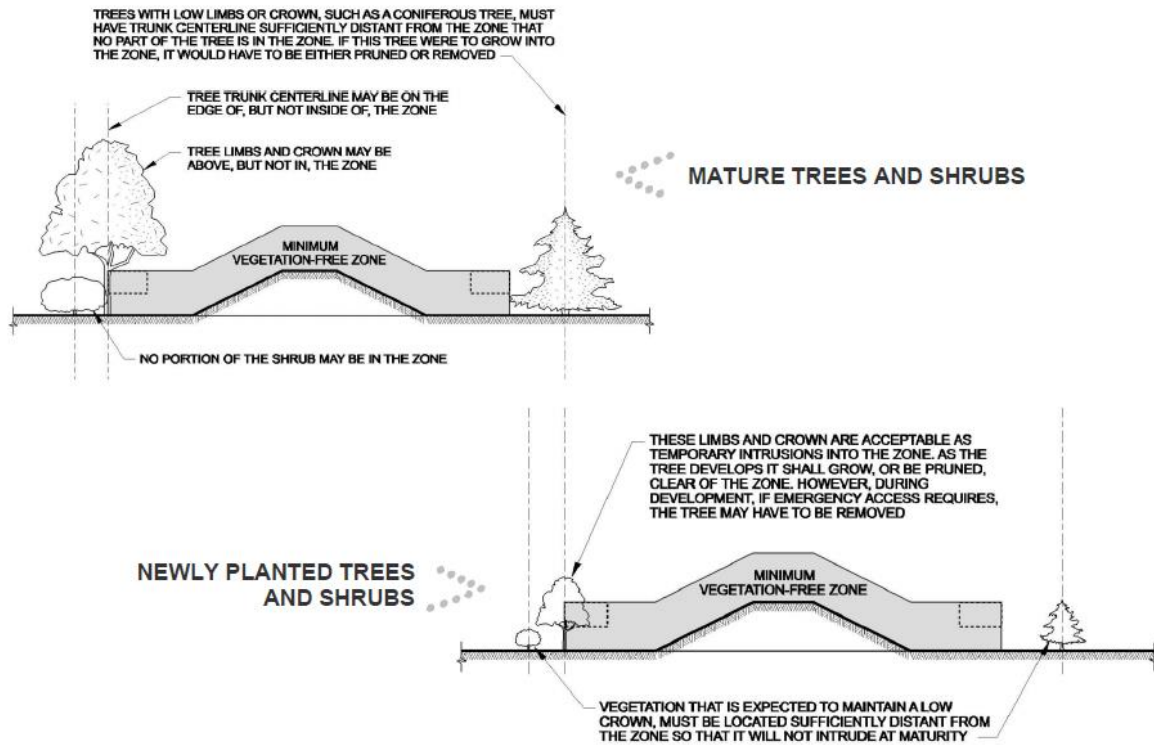


To see a larger PDF map of the levee right-of-way, visit <https://www.sandiego.gov/floodplain> and click on Levee Map.

For internal City staff using ArcGIS or ArcMap, load the following:

“SWD.CITY.STORM\_WATER” and search for “SDW.CITY.DRAIN\_LEVEE” and “SDW.CITY.DRAIN\_LEVEE\_POLY”.

The levee right-of-way must be protected from development and unauthorized encroachments. The federal right-of-way extends outward 15 feet on the land side toe of the levee slope to form the federal right-of-way.



Unauthorized encroachments can impede water flow, causing the base flood elevation to rise, and weaken the structural integrity of a levee. To meet federal regulations, improvements shall not pass over, under, or through the levee right-of-way without prior acceptance from the City and approval from the USACE.

Any non-levee features built or growing within a levee right-of-way are considered an encroachment and all unauthorized encroachments are prohibited.

## Allowable Encroachments

The following table provides a general list of various encroachments that are not allowed, as well as a general list of encroachments that are allowed on a case-by-case basis and pending USACE's Section 408 approval.

	ALLOWED	NOT ALLOWED
Septic Tanks		<input checked="" type="checkbox"/>
Wells		<input checked="" type="checkbox"/>
Storage		<input checked="" type="checkbox"/>
Parking		<input checked="" type="checkbox"/>
Buildings		<input checked="" type="checkbox"/>
Excavation		<input checked="" type="checkbox"/>
Fill		<input checked="" type="checkbox"/>
Trees		<input checked="" type="checkbox"/>
Utilities	<input checked="" type="checkbox"/>	
Fences	<input checked="" type="checkbox"/>	
Poles	<input checked="" type="checkbox"/>	
Gates	<input checked="" type="checkbox"/>	
Services Roads	<input checked="" type="checkbox"/>	
Erosion Control	<input checked="" type="checkbox"/>	
Maintenance Improvements	<input checked="" type="checkbox"/>	



All proposed levee right-of-way encroachments must be approved by the USACE before any construction can begin and before a Grading Permit can be issued.

## What to Submit

**This process must be done during the planning stages of the project to ensure the proposed encroachment is acceptable prior to moving forward with a full design. Based on the complexity of the proposed encroachment, an initial design drawing and cross-sections will be needed.**

Per Congressional mandate, under *Section 14 of the River and Harbors Act of 1899* and codified in *Section 408 (33 USC, 408)*, authorization of allowable encroachments on federal levees is based on the review and approval from USACE as well as acceptance from the City.

If the encroachment is necessary and on the allowable encroachment list shown above, then the USACE Permit Inquiries Checklist must be completed to initiate the review process.

The Levee Encroachment Justification packets shall include the following information:

1. Completed Permitting Inquiries Checklist. The Permitting Inquiries Checklist can be found on the USACE website through the following link:  
<https://www.spl.usace.army.mil/Missions/Permitting>.
2. Project location map showing 2-foot contours and the proposed encroachment along with any known utilities in the area.
3. Cross-section(s) of the proposed encroachment as it interacts with the levee.
4. Up to date, in-the-field photos of the area and a detailed description of the existing condition (not a Google map or other online snapshots).
5. Annotated As-Builts of the existing area highlighting the area of the encroachment.
6. Annotated FIRM of the area highlighting the area of the encroachment.
7. Right-of-way maps.
8. Geospatial data information (survey, GIS).
9. Project proposed plans (if available), cross-sections and proposed schedule.

**U.S. Army Corps of Engineers Los Angeles District  
Permit Inquiries Checklist**

I have a question if my project would require a permit for:

Section 404:  Section 10/103:  Section 408:  I do not know:

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name:

Project Applicant (Name of Agency / Company/ Persons proposing the project):

Project Location: Street Address: \_\_\_\_\_

APN (if known): \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

Latitude (in decimal degrees, i.e. 1.11): \_\_\_\_\_

Longitude (in decimal degrees, i.e. -1.11): \_\_\_\_\_

Google Maps link (Google Maps pin drop location via url):

Current land ownership:

Have you contacted the County Flood Control District for a Section 408 Permit? Yes:  No:

Provide contact:

Have you contacted Regulatory Division for a Section 404/10/103 Permit? Yes:

Provide contact:

Describe the Project including how you would access the site (be as detailed as possible):

- Work type (indicate all applicable):  access/encroachment  channel levee improvement  
 side drain connection  dams  reservoir/basin modification  investigations/surveys  
 bridges  utility crossings  landscaping improvements  recreational trails  
 environmental restoration  coastal features  gravel mining  dredging  
 new construction  major repairs  maintenance  installation

Other work type (if other work type, explain):

Attach a Project Location Map, a Project Footprint Map, and site photos.

Please send this information to [SPLPermitInquiries@usace.army.mil](mailto:SPLPermitInquiries@usace.army.mil). Please keep emails to less than 20 MBs. You can send attachments in multiple emails, if needed.



## Where to Submit

All Levee Right-of-Way Justifications must be accepted by the City prior to submitting them to USACE.



&



Both private and public projects shall be submitted to SWD and emailed according to the information below.

**Send to:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** Levee Encroachment Justification Submittal – Project Name & City Department

**Message Body:** Briefly introduce yourself, identify the point of contact and briefly describe your project.

**Attachment:** Levee Encroachment Justification packet and all supporting files. Please note that the City's email system only accepts attachments up to 20 MBs.

## Time Frame



Once submitted, SWD will provide the applicant with comments within 20 business days. Each round of comments will restart the 20 business-day count.



## Submit to USACE

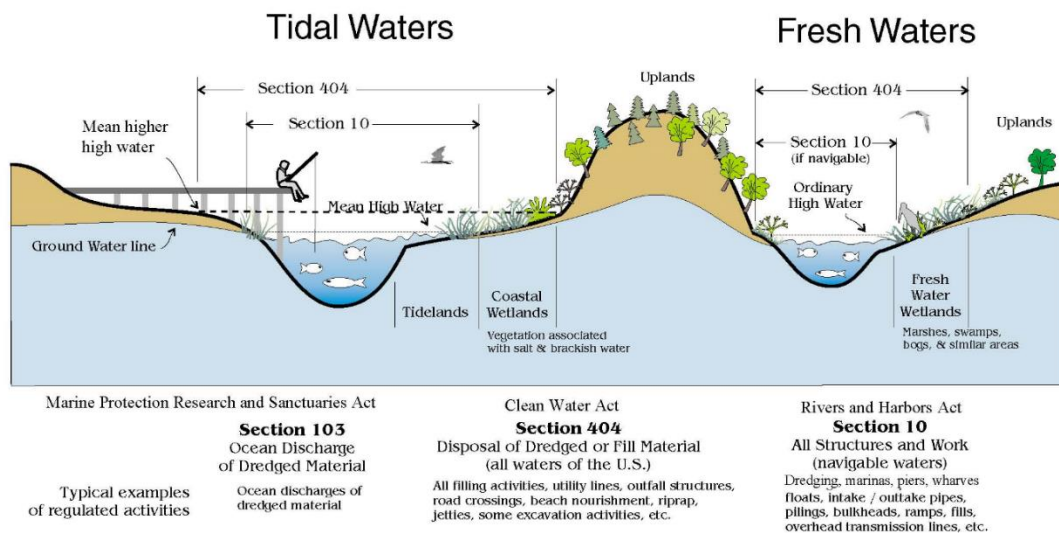
USACE has permitting authority over activities affecting the waters of the United States.

Water in the United States includes surface waters such as navigable waters and their tributaries, all interstate waters and their tributaries, natural lakes, all wetlands adjacent to other waters and all impoundments of these waters.



As a result, other permits, including Section 404, 10 or 103 may also be required.

### CORPS OF ENGINEERS REGULATORY JURISDICTION



For both private and public projects, only after the Levee Right-of-Way Justification packet is accepted by the City, shall the applicant submit the Permitting Inquiry Checklist and supporting documents to the USACE for approval.

**Send to:** [SPLPermitInquiries@usace.army.mil](mailto:SPLPermitInquiries@usace.army.mil)

**CC:** [floodmgmt@sandiego.gov](mailto:floodmgmt@sandiego.gov)

**Subject Line:** Levee Permitting Inquiry Checklist Submittal – Project Name

**Message Body:** Briefly introduce yourself, identify the point of contact and briefly describe your project and how it interacts with the levee. As well as request formal review of your submittal package.

**Attachment:** Levee Permitting Inquiry Checklist and all supporting and required documents.

Please note that the City's email system only accepts attachments up to 20 MBs.

## TIME FRAME

USCAE's review time may vary, but the standard timeframe could be up to 90 days.

## FULL DETAILS

- Section 408 permitting overview:  
<https://www.spl.usace.army.mil/Missions/Section-408-Permits>
- Section 408 Permission Submittal Checklist:  
[https://www.spl.usace.army.mil/Portals/17/408%20Permits/Section408SubmittalChecklist\\_20Aug2017\\_.pdf?ver=2017-08-25-184149-027](https://www.spl.usace.army.mil/Portals/17/408%20Permits/Section408SubmittalChecklist_20Aug2017_.pdf?ver=2017-08-25-184149-027)
- Section 408 Permission General Submittal Checklist:  
[https://www.spl.usace.army.mil/Portals/17/408%20Permits/USE%20General%20Requirement%20Checklist%20Section%20408%20submittal.pdf?ver=bf\\_Hsgt8sTNAqTWOWzSC9w%3D%3D](https://www.spl.usace.army.mil/Portals/17/408%20Permits/USE%20General%20Requirement%20Checklist%20Section%20408%20submittal.pdf?ver=bf_Hsgt8sTNAqTWOWzSC9w%3D%3D)



# Appendix - Flowcharts



# CITY OF SAN DIEGO'S FLOODPLAIN MANAGEMENT



## AND COMPLIANCE OVERVIEW

### STATEMENT OF INTENT

To uphold the City's floodplain management responsibilities, we have established a consistent process for the **Intake, Review, Acceptance** and **Recordkeeping** for all regulated activities in Special Flood Hazard Areas. The objective of the Standard Operating Procedures document is to explain the actions needed to meet the regulatory requirements.

### AUTHORITY

Floodplain management was established through City Resolution 201305, dated November 24, 1970, which regulates development for adequate land use, measures and control with effective enforcement provisions consistent with the criteria set forth by the National Flood Insurance Program Regulations.

### REGULATORY AGENCIES



Federal  
Emergency  
Management

Agency for the National  
Flood Insurance Program  
and the Community  
Rating System



United  
States Army  
Corps of

Engineers for the Public Law  
84-99, Levee Rehabilitation  
Program

### ADMIN EFFORTS

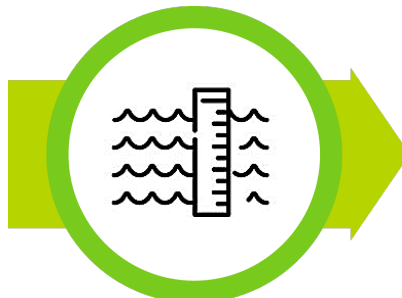
- Intake** → What shall happen when a project is submitted?
- Review** → What standards shall the project meet?
- Acceptance** → What shall be done before acceptance?
- Recordkeeping** → Where shall the regulatory floodplain construction documents be stored for quick retrieval?

### REGULATORY FLOODPLAIN CONSTRUCTION DOCUMENTS



#### Elevation Certificate

An **EC** is required for all Private & Public structures in an SFHA to obtain occupancy.



#### No-Rise Certificate

An **NRC** is required for any project in a floodway to obtain a Notice to Proceed.



#### Coastal V-Zone Certificate

A **CVC** is required for any project in an SFHA coastal area to obtain a Notice to Proceed.



#### (Conditional) Letter of Map Revision

A **CLOMR** is required for any project that impacts the area's flood risk and must be accepted to obtain a Notice to Proceed. A **LOMR**, following a CLOMR, is required to obtain occupancy or grading sign-off.



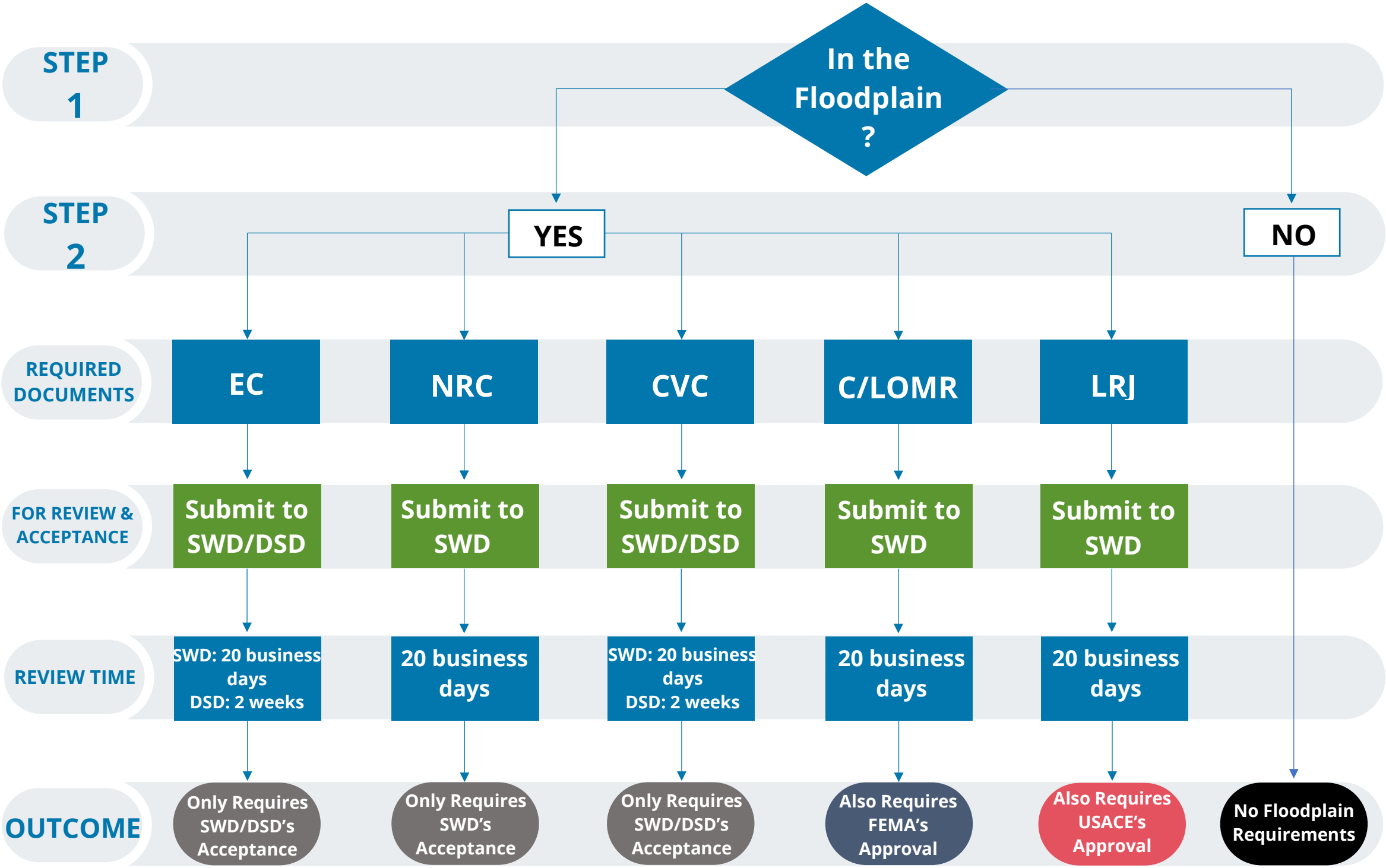
#### Levee Right-of-Way Justification

An **LRJ** is required for all projects that encroach on a levee and an approved LRJ is required to obtain a Notice to Proceed.

**Note:** All projects will submit at least one or all the floodplain construction documents if in a Special Flood Hazard Area (SFHA).



# Floodplain Construction Documents Overall Process @ A Glance



### KEY

EC → An **Elevation Certificate** is required for all new or substantially improved insurable structures in the floodplain.

NRC → A **No-Rise Certificate** is required if any portion of a new or substantial improvement is in the floodway.

CVC → A **Coastal V-Zone Certificate** is required for all new and substantially improved projects along a shoreline or in a Coastal Zone.

C/LOMR → A **Conditional Letter of Map Revision** is required for all new or substantially improved floodplain projects that impact the flood risk. A **Letter of Map Revision** is required to officially reflect the flood risk change on the FEMA Flood Insurance Rate Maps.

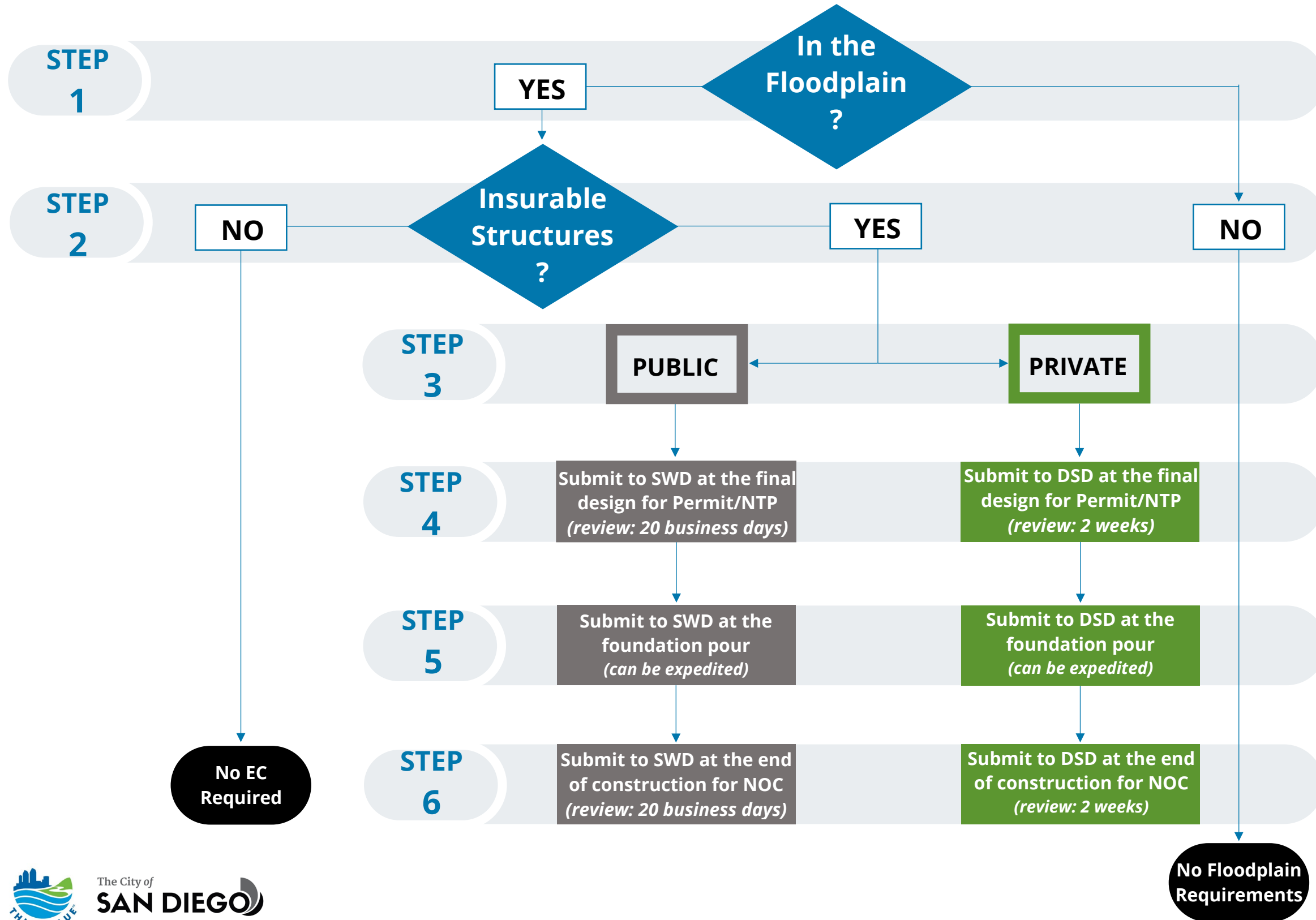
LRJ → **Levee Right-of-Way Justification** is required for all projects that encroach on the levee right-of-way.

SWD → Stormwater Dept.

DSD → Development Services Dept.



# Floodplain Construction Documents Elevation Certificate



## KEY

EC → An **Elevation Certificate** must be certified and it shows that a building is properly elevated in a Special Flood Hazard Area (SFHA). This is required for all new or substantially improved insurable structures.

The latest form is dated 2019 and can be found here:

<https://www.fema.gov/glossary/elevation-certificate>

ECs are only reviewed by the local community (SWD or DSD) and not submitted to FEMA.

NOC → **Notice of Completion**

NTP → **Notice to Proceed**

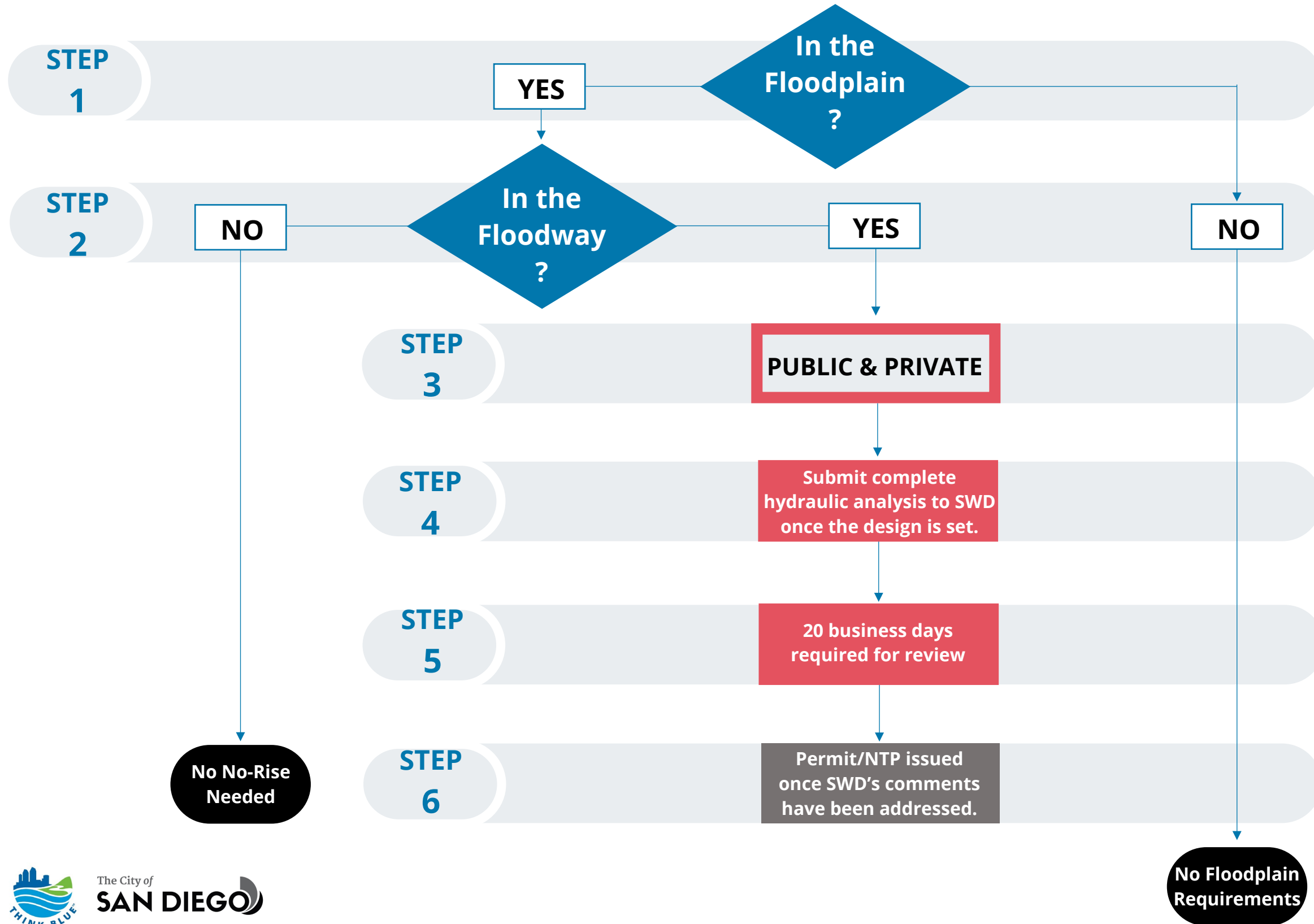
SWD → **Stormwater Department**

DSD → **Development Services Department**



# Floodplain Construction Documents

## No-Rise Certificate



### KEY

NRC → A **No-Rise Certificate** is required for all projects (*public or private*) when the improvement or encroachment is within a floodway.

The improvement/encroachment shall not increase the floodway in any way (limits or water surface elevation) and it shall not adversely impact the flood risk hazard.

NRCs are only reviewed by the local community (*SWD*) and are not submitted to FEMA.

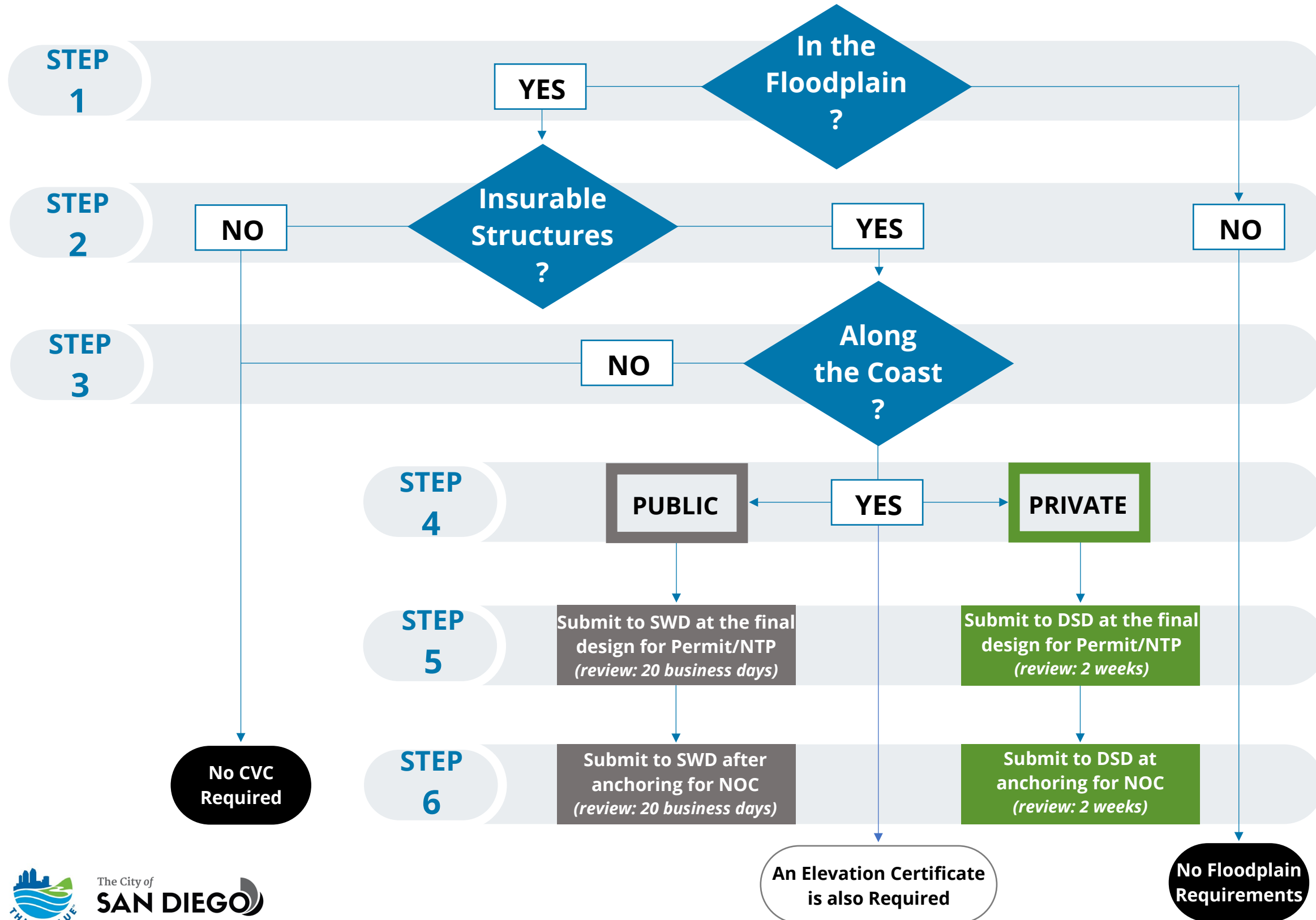
NTP → **Notice to Proceed**

SWD → **Stormwater Department**



# Floodplain Construction Documents

## Coastal V-Zone Certificate



### KEY

CVC → A **Coastal V-Zone Certificate** is required in coastal communities for all new and substantial improvements to ensure all buildings built in V-Zones are anchored to resist wind and water loads acting simultaneously. An Elevation Certificate is also required.

V-Zones → Areas along the coast that may see storm-induced waves higher than three feet and flooding.

CVCs are only reviewed by the location community (SWD or DSD) and not submitted to FEMA.

NOC → **Notice of Completion**

NTP → **Notice to Proceed**

SWD → **Stormwater Department**

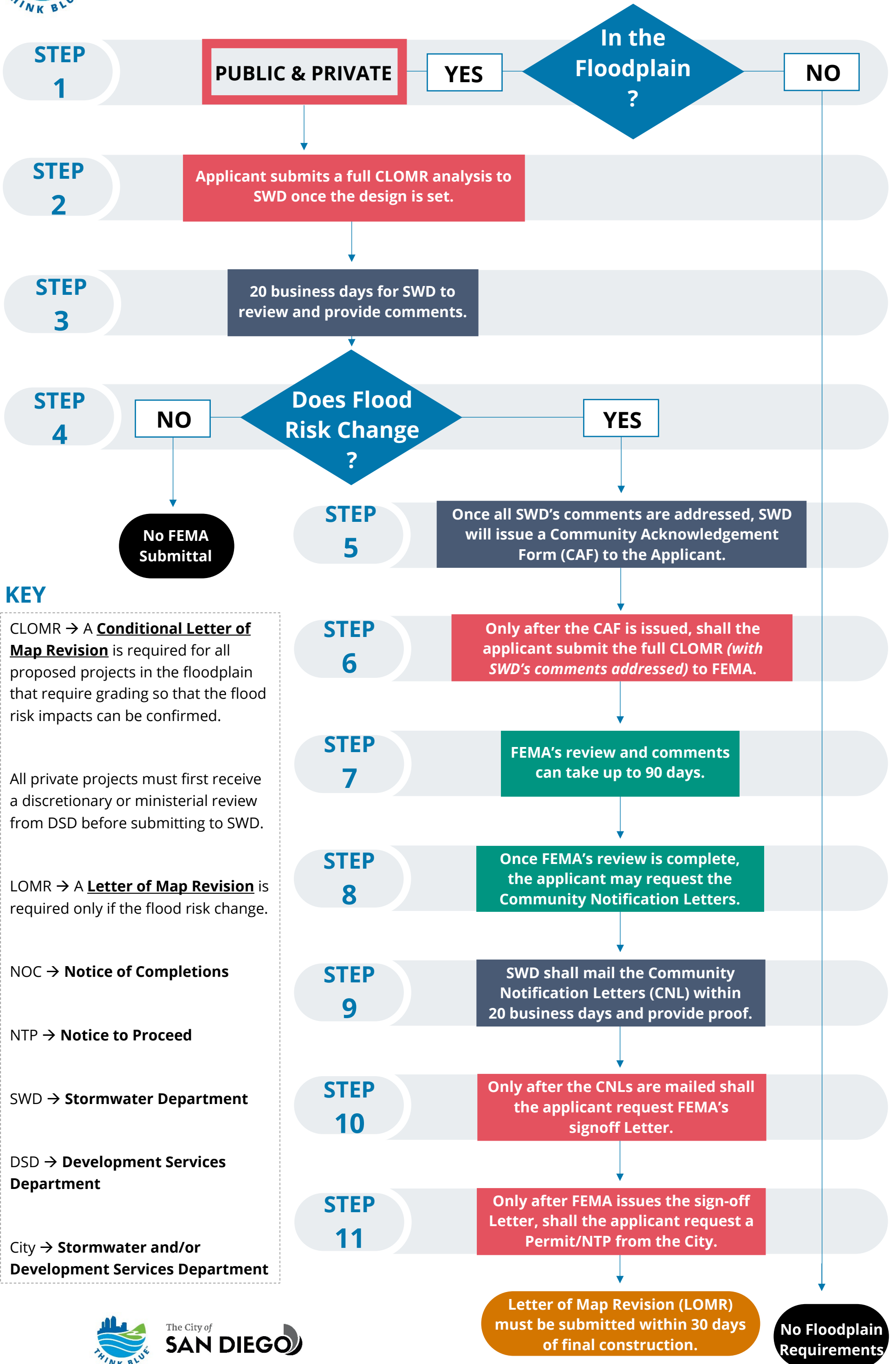
DSD → **Development Services Department**



# Floodplain Construction Documents



## Conditional Letter of Map Revision (CLOMR)



### KEY

CLOMR → A **Conditional Letter of Map Revision** is required for all proposed projects in the floodplain that require grading so that the flood risk impacts can be confirmed.

All private projects must first receive a discretionary or ministerial review from DSD before submitting to SWD.

LOMR → A **Letter of Map Revision** is required only if the flood risk change.

NOC → **Notice of Completions**

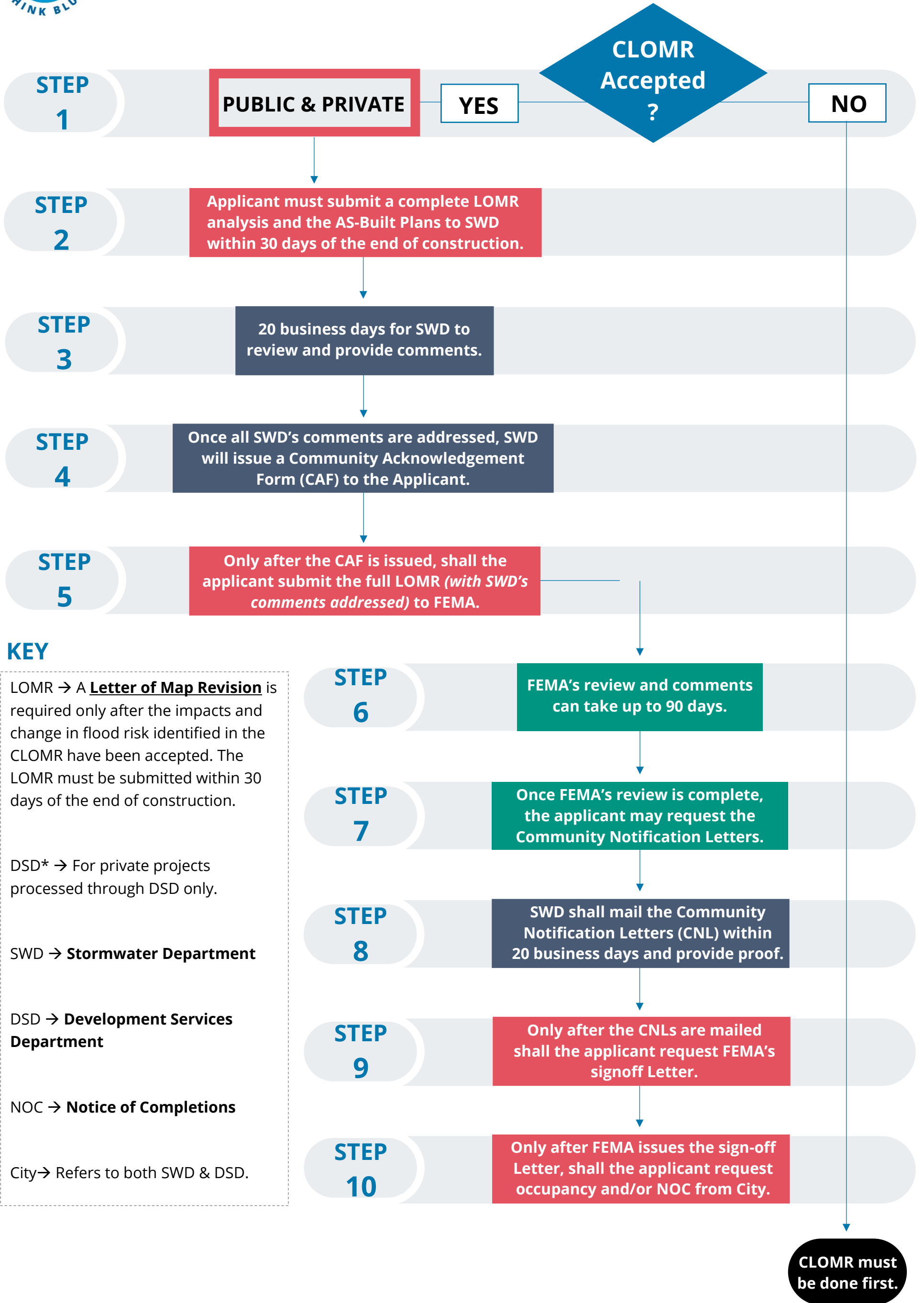
NTP → **Notice to Proceed**

SWD → **Stormwater Department**

DSD → **Development Services Department**

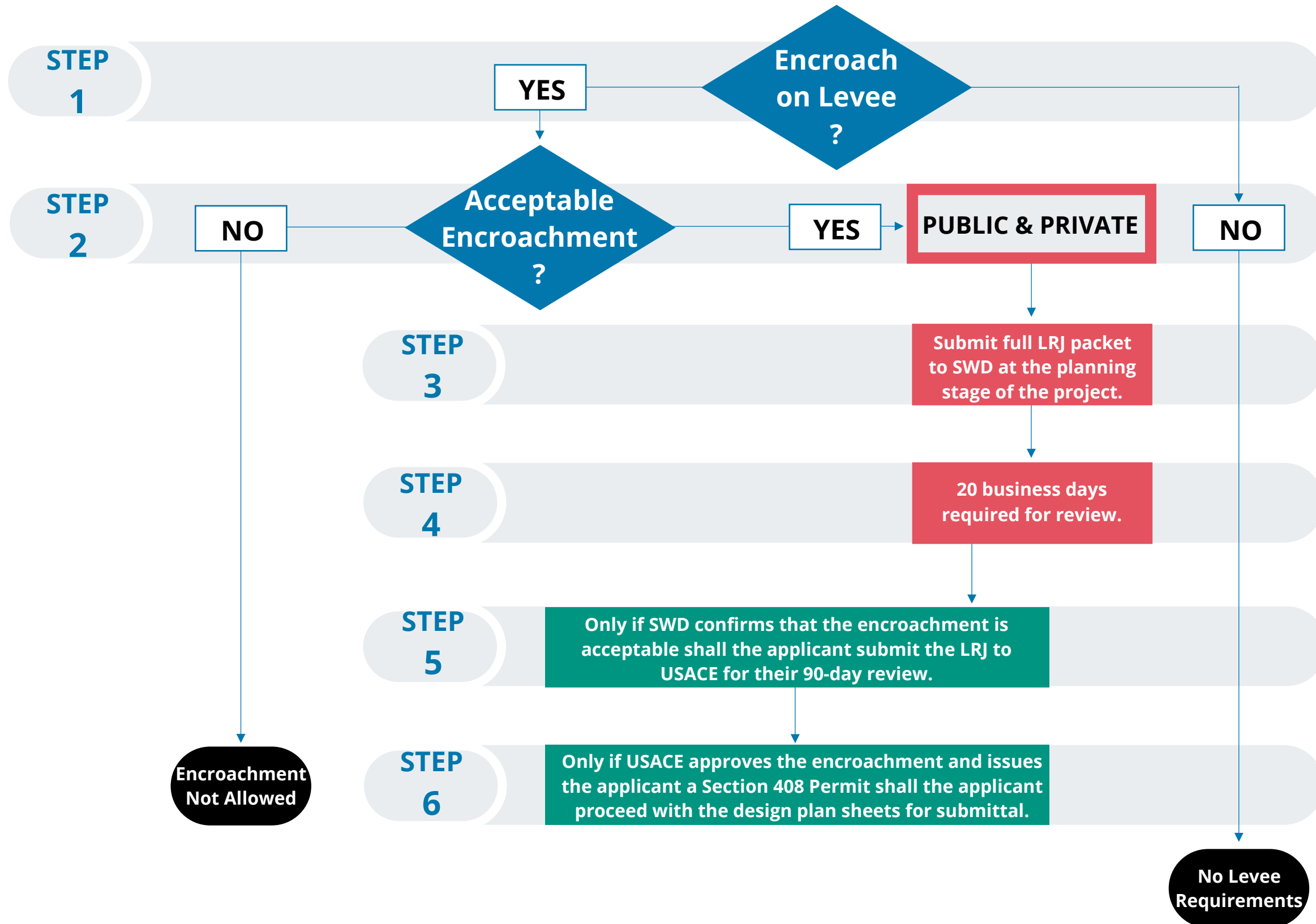
City → **Stormwater and/or Development Services Department**

# Floodplain Construction Documents Letter of Map Revision (LOMR)





# Floodplain Construction Documents Levee Right-of-Way Justification



## KEY

LRJ → **Levee Right-of-Way Justification** is required for all projects that encroach on the levee right-of-way. This process shall be done at the planning stage to ensure the encroachment is acceptable before the full design is completed.

LRJs must be accepted by SWD prior to submitting to USACE.

USACE must approve and issue a Section 408 Permit for the design plans to be approved.

SWD → **Stormwater Department**

USACE → **United State Army Corps of Engineers**

Acceptable Encroachment: See the LRJ section in the City of San Diego Floodplain Management SOP found through the link below:

<https://www.sandiego.gov/floodplain>



# Floodplain Administrative Responsibilities

## For All Projects in the Floodplain

