CHECK LIST FOR ORDINANCE UPDATES

FEMA WILL NOT GRANT ANY EXTENSIONS.

☐ Send the DNR staff person assigned to review your ordinance the appropriate contact information for your community.
It is important that the DNR staff person reviewing your ordinance know who are the appropriate people to contact and how to contact them. In your correspondence, please include the name, mailing address, telephone number, fax number and email (if available) of the person(s) in charge of the ordinance review process.

☐ Review Model Floodplain Ordinance for new language.
The Model Floodplain Ordinance was updated in 2017. If your community has an older ordinance, a repeal of the current ordinance and adoption of the DNR’s Model may be the easiest way to complete the amendment process.

☐ Include the new map panel numbers and new effective map date under the section entitled Official Maps: Based on the FIS.
The new map panel numbers are listed in the Letter of Final Determination (LFD) sent by FEMA. The new map panel numbers and effective date can also be found on the “FIRM and FIS Information for Official Maps Section of Local Floodplain Ordinances” link, in the county tab, on the DNR Risk map web page.

☐ Include the new Flood Insurance Study (FIS) number(s) and new effective FIS date under the section entitled Official Maps: Based on the FIS.
An updated, countywide, FIS volume has been issued with a new effective date. The FIS volume number(s) and effective date are listed in the “FIRM and FIS Information for Official Maps Section of Local Floodplain Ordinances” link, in the county tab, on the DNR Risk map web page.

☐ Include any other studies such as dam failure analyses which have been approved by the DNR for streams which flow through your community, or LOMRs, under the section entitled Official Maps: Based on other studies.
All other studies approved by the DNR and/or FEMA and which are used for regulating the floodplain must be referenced in the ordinance. The DNR staff person assigned to review your ordinance may be able to assist you in determining if any other studies including dam failure analyses or LOMRs affect your community.

☐ Send the DNR staff person assigned to review your ordinance a draft copy and note any changes from either the current ordinance or from the DNR Model Floodplain Ordinance.
Having a DNR staff person review the proposed ordinance as early as possible will allow for sufficient time to make any necessary changes prior to the effective map date. This is particularly important if your community plans on adopting an ordinance which varies from the DNR Model Floodplain Ordinance. These ordinances will need to be reviewed by both FEMA and the DNR and should be submitted in draft form at least 90 days prior to the effective map date.

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

☐ **Send certified copy of adopted amended ordinance and associated publication information to the DNR and FEMA at least 30 days prior to the effective map date.** A certified copy of the adopted amended ordinance along with the notices of public hearing and proof of publication or posting should be sent to the DNR for approval.

Please email a scanned copy of the required documents to:

    DNRFloodplain@wisconsin.gov

If you are unable to email the documents paper copies may be sent to:

    Mia Van Horn  
    Water Regulations and Zoning Specialist  
    DNR  WT/3  
    P. O. Box 7921  
    Madison, WI 53707-7921  
    *** If you must mail copies notify Mia Van Horn at: 608-590-5296

The DNR will send a copy of the approved ordinance to FEMA Region V for final approval.

    Frank Shockey  
    National Flood Insurance Program Specialist  
    FEMA-Region V  
    536 South Clark Street, 6th Floor  
    Chicago, IL 60605  
    Cell: (312) 852-3002

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

**FEMA WILL NOT GRANT ANY EXTENSIONS.**