

## CHECK LIST FOR ORDINANCE UPDATES Monroe County

### 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 maps panel numbers and effective date are also listed in the attachment to the DNR letter.
- Include the new Flood Insurance Study (FIS) number(s) and new effective FIS date under the section entitled *Official Maps: Based on the FIS*.**  
The new FISs were created on a countywide basis. Therefore, only one FIS applies to all the communities in the county. The FIS volume number(s) and effective date are listed in the attachment to the DNR letter.
- Include any other studies such as dam failure analyses which have been approved by the DNR for streams which flow through your community 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 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.

A scanned copy of the required documents can be sent to:

*DNRFloodplain@wisconsin.gov*

A paper copy of the required documents may be sent to:

Michelle Staff  
Floodplain Policy Coordinator  
DNR WT/3  
P. O. Box 7921  
Madison, WI 53707-7921

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

*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.*

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