

***The Oklahoma Water Resources Board's  
Enrollment Packet for Entry into the National  
Flood Insurance Program***

**For Cities**

***August 9, 1999***

## ***NFIP Packet Contents\****

A. Resolution 1 - Establishes Floodplain Board, Appoints Members, Designates Floodplain Management Administrator & specifies duties of floodplain board.

B. Model Ordinance - *Ordinance Requirement*

C. Press Release - *Sample Notice*

D. Resolution 2 - Adopts Model Ordinance by Floodplain Board

E. Resolution 3 - Approves Ordinance by City Council/Commissioners

F. FEMA FORM 81-64

G. Appendix B-2 - Procedures for a Community To Enroll in the NFIP.

H. All documents to be mailed to FEMA, Mitigation Division, Region VI, 800 N. Loop 288, Denton, TX 76209-3606 & to Ken Morris, OWRB, 3800 N. Classen Blvd., Oklahoma City, OK 73118.

It takes approximately 6 weeks for FEMA to process the application. FEMA will notify the Chief Elected Official by letter when approved.

\*The packet contents are listed in the order to be completed.

BEFORE THE BOARD OF \_\_\_\_\_ CITY COMMISSIONERS

IN THE MATTER of the ) Resolution No. \_\_\_\_\_  
Establishment of the ) Date \_\_\_\_\_  
Floodplain Board for )  
\_\_\_\_\_, \_\_\_\_\_ )  
County.

RESOLUTION ESTABLISHING FLOODPLAIN BOARD,  
APPOINTING MEMBERS, AND DESIGNATING DUTIES

WHEREAS, certain areas within the incorporated lands of \_\_\_\_\_,  
\_\_\_\_\_ County, Oklahoma, are subject to periodic flooding from rivers and streams  
causing serious damage to properties within these areas; and,

WHEREAS, flood damage and losses are aggravated by the cumulative effect of obstruc-  
tions in floodplains which cause an increase in flood heights and velocities, and by the occu-  
pancy of floodhazard areas by uses vulnerable to floods and hazardous to their lands; and,

WHEREAS, it is the intent of the \_\_\_\_\_ City/  
Town Commissioners to promote public health, safety and general welfare by minimizing  
public and private losses due to flood conditions; and

WHEREAS, relief is available in the form of federally subsidized flood insurance as  
authorized by the National Flood Insurance Act of 1968 upon participation by the community in  
the National Flood Insurance Program; and,

WHEREAS, it is the intent of the Board of \_\_\_\_\_ City/Town Commis-  
sioners for \_\_\_\_\_ County to participate in the National Flood Insur-  
ance Program; and to require the recognition and evaluation of flood hazards in all official  
actions relating to land use in the floodplain areas having special flood hazards; and,

WHEREAS, the Board of \_\_\_\_\_ City/Town Commissioners is  
authorized to establish a floodplain board to serve the incorporated areas of  
\_\_\_\_\_, \_\_\_\_\_ County pursuant to, Oklahoma State Statutes,  
Title 82 O.S. 1981, §1604.

NOW, THEREFORE, BE IT RESOLVED that the Board of \_\_\_\_\_  
City/Town Commissioners hereby:

Section 1. Establishes a municipal floodplain board which shall adopt, administer, and  
enforce floodplain management regulations within the incorporated lands of \_\_\_\_\_,  
\_\_\_\_\_ County, Oklahoma, in accordance with the National Flood Insurance  
Act and the State of Oklahoma's Floodplain Management Act, 82 O.S. 1981, §§ 1601, et. seq.,

Section 2. Directs that the floodplain board shall be composed of five (5) members  
to be appointed by the Board of \_\_\_\_\_ City/Town Commissioners. All

members must be residents or own real estate within the incorporated area of \_\_\_\_\_ (the community) . Members of the Floodplain Management Board shall serve without compensation. Members of the Floodplain Management Board may be removed for cause by the \_\_\_\_\_ (City/Town Commissioners) only after a public hearing for that purpose. Vacancies shall be filled for the unexpired term only.

The initial membership of the Floodplain Management Board is hereby appointed as follows:

_____	for a two year term expiring	_____
(name)		(date)
_____	for a two year term expiring	_____
(name)		(date)
_____	for a four year term expiring	_____
(name)		(date)
_____	for a four year term expiring	_____
(name)		(date)
_____	for a six year term expiring	_____
(name)		(date)

After the term of a member expires, all appointments shall be made for terms of six years each.

Section 3. Authorizes the floodplain board to submit the adopted floodplain regulations to the Board of \_\_\_\_\_ (City/Town) Commissioners for approval and to file the regulations with the Oklahoma Water Resources Board within fifteen (15) days of their adoption.

Section 4. Directs the floodplain board to cooperate with federal, state, and local agencies and to take such official action as is necessary to carry out the objectives as stated in the National Flood Insurance Act and the State of Oklahoma’s Floodplain Management Act.

IT IS FURTHER RESOLVED that the \_\_\_\_\_ (City/Town) Floodplain Board shall have the following powers and duties:

1. Those powers and duties set forth by law in Oklahoma State Statutes, Title 82 O.S. 1981, §§1601 et seq.;
2. Those powers and duties that by implication are necessary in order to carry out the statutory obligations referred to above;
3. To elect a chairman and secretary annually;
4. To hold regularly scheduled meetings at least once each month, and such other special or emergency meetings as deemed necessary by the Chairman;
5. To hold hearings, gather evidence, and issue such orders as deemed necessary;

6. To appoint a Floodplain Administrator;

7. This [governing body] hereby:

a. assures the Federal Insurance Administrator that its Floodplain Management Board will enact and maintain in force rules for those areas having floodplain management measures pursuant to 44 CFR Section 59 through 77, with effective enforcement provisions consistent with the criteria set forth in Section 60 of the National Flood Insurance Program Regulations; and

b. vests the Floodplain Management Board with the responsibility, authority and means to:

(1) Designates \_\_\_\_\_ as the Floodplain Administrator to maintain for public inspection and to furnish upon request, for the determination of applicable flood insurance risk premiums within all areas having special flood hazards identified on a Flood Hazard Boundary Map (FHBM) or Flood Insurance Rate Map (FIRM), any Certificates of Elevation or floodproofing and information on the lowest floor elevation of all new or substantially improved structures, and include whether or not such structures contain a basement and if the structure has been floodproofed the elevation to which the structure was floodproofed.

(2) Assist the Administrator, at his request, in delineating the limits of areas having special flood hazards on available local maps of sufficient detail and scale to identify the location of building sites.

(3) Provide such information as the Administrator may request concerning present and proposed uses and occupancy of the floodplains.

(4) Cooperate with federal, state and local agencies and private firms which undertake to study, survey, map and identify floodplains and cooperate with neighboring communities with respect to the management of adjoining floodplains in order to prevent aggravation of existing or potential hazards.

(5) Submit on the anniversary date of the community's initial eligibility, or at such time as requested by the Administrator, a report on the progress made during the last year within the community in the development and implementation of floodplain management measures.

(6) Assure that stream maintenance is provided within any altered, relocated or improved watercourse under the jurisdiction of the Floodplain Management Board so that the flood carrying capacity of the watercourse is not diminished.

(7) Upon occurrence notify the Administrator in writing whenever the boundaries of the community have been reduced through de-annexation or increased through annexation so that the community has assumed or lost responsibility for floodplain management regulation for a particular area.

8. Generally, to do all such things as in its judgment that may be necessary, proper, or expedient in the accomplishment of its duties.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

STATE OF OKLAHOMA )

CITY OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, the undersigned, the duly qualified and acting Clerk of \_\_\_\_\_,  
\_\_\_\_\_ County, Oklahoma, hereby certify that the above  
and foregoing is a true, correct and complete copy of the Resolution duly adopted by the  
Board of City/Town Commissioners for \_\_\_\_\_,  
\_\_\_\_\_ County and of the proceedings of the Board in the adoption  
of said Resolution on the date therein set out as shown by the records of my office.

I further certify that the Oklahoma Open Meeting Act was complied with in all respects.

WITNESS my hand and the seal of said \_\_\_\_\_,  
\_\_\_\_\_ County this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_\_

\_\_\_\_\_  
City/Town Clerk

(SEAL)

## **ORDINANCE REQUIREMENT**

**If community has a Flood Hazard Boundary Map then it adopts a Model B or stronger ordinance;**

**If the community has a Flood Insurance Rate Map, but no floodways identified, then it adopts a Model C or stronger ordinance;**

**If the community has a FIRM with Floodways and a Flood Insurance Study, it adopts a Model D or stronger Ordinance.**

**This ordinance goes here in the packet and enrollment process.**

**“Draft Ordinance Now”**

**WKM-August 9, 1999**

## SAMPLE NOTICE

(Published in (Newspaper's name), (city or town) Oklahoma on \_\_\_\_\_, 20\_\_\_\_.)

### NOTICE OF PUBLIC HEARING

The public is hereby given notice there will be a public hearing at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, at the \_\_\_\_\_, \_\_\_\_\_ County, \_\_\_\_\_, Oklahoma.

In accordance with O. S. 1989, Title 82, Section 1610B, the purpose of the hearing will be to allow \_\_\_\_\_ residents and other interested citizens the opportunity to voice opinions and views regarding proposed rules and regulations as developed by the (name of community), Floodplain Board, governing land use, building of structures, and construction in cooperated \_\_\_\_\_ areas.

A copy of the flood damage prevention regulation may be examined and inspected at the \_\_\_\_\_ during business hours \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on any business day. All interested persons are encouraged to attend and make known their opinions.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_, Oklahoma.

BEFORE THE \_\_\_\_\_,  
(city/town) (county)

FLOODPLAIN BOARD

IN THE MATTER of adoption of ) Resolution No. \_\_\_\_\_  
Floodplain Management Regulations and ) Date \_\_\_\_\_  
Establishment of Flood Hazard Boundaries )

RESOLUTION

WHEREAS, certain areas within the incorporated areas of \_\_\_\_\_,  
(City/Town)  
\_\_\_\_\_ County, Oklahoma, are subject to periodic flooding from rivers  
(County)  
and streams causing serious damage to properties within these areas; and,

WHEREAS, relief is available in the form of federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968 upon participation by the community in the National Flood Insurance Program; and,

WHEREAS, participation in the National Flood Insurance Program requires the adoption, administration, and enforcement of floodplain management regulations by local floodplain boards; and

WHEREAS, the \_\_\_\_\_,  
(City/Town) (County)  
County Floodplain Board is authorized to adopt, administer, and enforce floodplain management regulations to reduce flood losses pursuant to 82 O.S. 1081, §§1601-1619;

NOW, THEREFORE, BE IT RESOLVED that the Floodplain Board of  
\_\_\_\_\_, \_\_\_\_\_ County, Oklahoma  
(City/Town) (County)  
hereby adopts and enacts the Floodplain Damage Prevention Regulations as set forth in the attachment hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_  
Chairman of the \_\_\_\_\_  
(City/Town)

Floodplain Board

\_\_\_\_\_  
Secretary of the \_\_\_\_\_  
(City/Town)

Floodplain Board

STATE OF OKLAHOMA )

CITY OF \_\_\_\_\_ ) ss

COUNTY OF \_\_\_\_\_ )

I, the undersigned, the duly qualified and acting Clerk of \_\_\_\_\_,  
(City/Town)

\_\_\_\_\_ County, Oklahoma, hereby certify that the above and foregoing  
(County)

is a true, correct and complete copy of the Resolution duly adopted by the board of City/Town  
Commissioners for \_\_\_\_\_, \_\_\_\_\_ County and  
(City/Town) (County)

of the proceedings of the Board in the adoption of said Resolution on the date therein set out  
as shown by the records of my office.

I further certify that the Oklahoma Open Meeting Act was complied with in all respects.

WITNESS my hand and the seal of said \_\_\_\_\_,  
(City/Town) (County)

County this \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
City/Town Clerk

(SEAL)

BEFORE THE \_\_\_\_\_  
(City/Town)

CITY/TOWN COMMISSIONERS

IN THE MATTER of approval of ) Resolution No. \_\_\_\_\_  
Floodplain Management Regulations ) Date \_\_\_\_\_  
Adopted by the \_\_\_\_\_ )  
(City/Town) )  
Floodplain Board )

RESOLUTION

WHEREAS, certain areas within the incorporated areas of \_\_\_\_\_,  
(City/Town)  
\_\_\_\_\_ County, Oklahoma, are subject to periodic flooding from rivers  
(County)  
and streams causing serious damage to properties within these areas; and,

WHEREAS, relief is available in the form of federally subsidized flood insurance as authorized by the National Flood Insurance Act of 1968 upon participation by the community in the National Flood Insurance Program; and,

WHEREAS, it is the intent of the Board of \_\_\_\_\_,  
(City/Town)  
City/Town Commissioners for \_\_\_\_\_,  
(City/Town) \_\_\_\_\_  
(County)  
County to participate in the National Flood Insurance Program; and,

WHEREAS, the Board of \_\_\_\_\_ City/Town Commissioners  
(City/Town)  
established the \_\_\_\_\_ Floodplain Board and the Floodplain Board  
(City/Town)  
adopted floodplain regulations in accordance with 82 O.S. 1981, §§1604 and 1608 to participate in said program.

NOW, THEREFORE, BE IT RESOLVED that the Floodplain Board of \_\_\_\_\_  
\_\_\_\_\_ City/Town Commissioners does hereby approve the flood-  
plain regulations previously adopted by the \_\_\_\_\_ Floodplain Board.  
(City/Town)

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ .

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

STATE OF OKLAHOMA )  
 )  
CITY OF \_\_\_\_\_ ) ss  
 )  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, the duly qualified and acting Clerk of \_\_\_\_\_,  
(City/Town)

\_\_\_\_\_ County, Oklahoma hereby certify that the above and foregoing  
(County)

is a true, correct and complete copy of the Resolution duly adopted by the Board of City/Town  
Commissioners for \_\_\_\_\_, \_\_\_\_\_ County and of  
(City/Town) (County)

the proceedings of the Board in the adoption of said Resolution on the date therein set out as  
shown by the records of my office.

I further certify that the Oklahoma Open Meeting Act was complied with in all respects.

WITNESS my hand and the seal of said \_\_\_\_\_,  
(City/Town) (County)

County this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
City/Town Clerk

(SEAL)

FEDERAL EMERGENCY MANAGEMENT AGENCY  
**APPLICATION FOR PARTICIPATION IN THE NATIONAL FLOOD  
 INSURANCE PROGRAM**

*O.M.B. NO. 3067-0020  
 Expires December 31, 2005*

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to submit to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472, Paperwork Reduction Project (3067-0020). Please do not send your completed form to the address above.

1. APPLICANT COMMUNITY NAME (City, town, etc.)	DATE
--	------

COUNTY, STATE

2. COMMUNITY OFFICIAL - CHIEF EXECUTIVE OFFICER (CEO)	E-MAIL ADDRESS	TELEPHONE NO. (Include area code)
---	----------------	-----------------------------------

ADDRESS (Street or box no., city, state, zip code)

3. PROGRAM COORDINATOR (Official, if different from above, with overall responsibility for implementing program)	E-MAIL ADDRESS	TELEPHONE NO. (Include area code)
--	----------------	-----------------------------------

ADDRESS (Street or box no., city, state, zip code)

4. LOCATION OF COMMUNITY REPOSITORY FOR PUBLIC INSPECTION OF NFIP MAPS

ADDRESS

**5. ESTIMATES FOR THOSE AREAS PRONE TO FLOOD AND/OR MUDSLIDE AS OF THE DATE OF THIS APPLICATION**

AREA IN ACRES	POPULATION	NO. OF 1-4 FAMILY STRUCTURES	NO. OF ALL OTHER STRUCTURES

**6. ESTIMATES OF TOTALS IN ENTIRE COMMUNITY**

	POPULATION	NO. OF 1-4 FAMILY STRUCTURES	NO. OF ALL OTHER STRUCTURES

**7. FOR FEMA REGIONAL OFFICE USE ONLY**

1. FEMA REGIONAL OFFICE	2. NAME OF CONTACT	3. TELEPHONE NO.
-------------------------	--------------------	------------------

4. LEVEL OF 44 CFR 60.3 REGULATION ADOPTED (Check one) <input type="checkbox"/> 60.3(a) <input type="checkbox"/> 60.3(b) <input type="checkbox"/> 60.3(c) <input type="checkbox"/> 60.3(d) <input type="checkbox"/> 60.3(e)	5. CHECK APPROPRIATE BOX: <input type="checkbox"/> EMERGENCY PHASE <input type="checkbox"/> REGULAR PHASE
--	--

IF REGULAR PROGRAM, SPECIFY FIRM INDEX DATE. IF USING ANOTHER COMMUNITY'S FIRM, GIVE COMMUNITY NAME, CID, FIRM INDEX DATE AND MAP PANEL NUMBER DEPICTING COMMUNITY.