

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

For Counties

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 COMMISSIONERS OF
_____ COUNTY
ORDER NUMBER _____

ORDER CONCERNING PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM, APPOINTING A FLOODPLAIN BOARD, AUTHORIZING ADOPTION OF FLOODPLAIN MANAGEMENT REGULATIONS AND DESIGNATING A FLOODPLAIN ADMINISTRATOR.

WHEREAS, certain areas of _____ County are subject to periodic flooding from rivers and streams causing serious damage to properties within the county; and

WHEREAS, relief is available in the form of federally subsidized flood insurance authorized by the U.S. Congress in the National Flood Insurance Act of 1968; and

WHEREAS, it is the intent of this county Commission to provide the opportunity to all residents to secure flood insurance protection as may be available and to require the recognition and evaluation of flood hazards in all official actions relating to land use in areas having these hazards; and

WHEREAS, this body has the authority to establish a Floodplain Management Board which shall be authorized to adopt floodplain management regulations and measures to reduce flood losses pursuant to Title 82 Section 1601 through 1618, of the Oklahoma Statutes; and

1. NOW THEREFORE, be it ordered by the Board of County Commissioners of _____ County: The _____ Board of County Commissioners hereby establishes a Floodplain Management Board, for _____ County, which is hereby granted the authority to adopt, administer and enforce floodplain management regulations within the limits of the unincorporated portion of the County, except that portion(s) of the County already being managed by a municipal, joint municipal/county, or other existing planning commission at the discretion of the Board of County Commissioners.

2. The Floodplain Management Board shall be composed of five (5) members appointed by the Board of County Commissioners, all of whom must be residents of the unincorporated areas of the County. Members of the Floodplain Management Board shall serve without compensation. Members of the Floodplain Management Board may be removed by the Board of County Commissioners for cause only after a public hearing for that purpose. Vacancies shall be filled for the unexpired term only.

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

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.

4. The Floodplain Management Board shall adopt such rules and regulations as may be consistent with sound floodplain management and which satisfy all provisions of state and federal floodplain management rules and regulations.

5. The Floodplain Management board shall hold meetings whenever so called upon by the Board of County Commissioners.

6. This Board of Commissioners 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 Sections 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) 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.

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

(3) 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.

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

(5) 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 is not diminished.

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

(7) Designate _____ as the Floodplain Administrator for the County 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 now 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.

(8) Agree to take such other official action as may be reasonable and necessary to carry out the objectives of the program.

Passed and approved this _____ day of _____, 20_____

(COMMISSIONER)

(COMMISSIONER)

(COMMISSIONER)

I do certify as of this _____ day of _____ 20_____ that the above is a true and correct copy of an order passed and approved by the _____ on _____
(date)

(SEAL)

County Clerk

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 _____ County
(County)

FLOODPLAIN BOARD

IN THE MATTER of adoption of)
Floodplain Management)
Regulations and Establishment)
of Flood Hazard Boundaries)

Resolution No. _____
Date _____

RESOLUTION

WHEREAS, certain areas within the unincorporated areas of _____ County, Oklahoma, are subject to periodic flooding from _____ County, Oklahoma, are subject to periodic flooding from rivers 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 county 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 _____ County Floodplain Board is authorized to adopt, administer, and enforce floodplain management regulations to reduce flood losses pursuant to 82 O.S. 1981, §§1601-1619;

NOW, THEREFORE, BE IT RESOLVED that the Floodplain Board of _____ County, Oklahoma, 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 _____
(County)

Floodplain Board

Secretary of the _____
(County)

Floodplain Board

BEFORE THE BOARD OF _____
(County)

COUNTY COMMISSIONERS

IN THE MATTER of approval of) Resolution No. _____
Floodplain Regulations) Date _____
Adopted by the _____)
(County))
County Floodplain Board)

RESOLUTION

WHEREAS, certain areas within the incorporated areas of _____
(County)

County, Oklahoma, are subject to periodic flooding from rivers 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 _____,
(County)

City/Town Commissioners fo _____ County to participate in
(County)
the National Flood Insurance Program; and,

WHEREAS, the Board of _____ County Commissioners
(County)

established the _____ Floodplain Board and the Floodplain Board
(County)

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 _____
(County) County Commissioners does hereby approve the floodplain

regusltions previously adopted by the _____ Floodplain Board.
(County)

PASSED AND APPROVED this _____ day of _____ 20 ____ .

Name and Title

Name and Title

Name and Title

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.