

NFIP Enrollment Guidelines

Follow these steps precisely to join the NFIP (for Oklahoma Communities.)

1. The local governing body establishes a five-member floodplain board, use resolution provided by the OWRB. Resolution can be downloaded from the OWRB. Each member appointed shall serve on the board as delineated in Title 82, Section 1605.
2. The local governing body certifies that the Oklahoma Open Meeting Act was complied in 1 above in all respects. The OWRB provides the certification form.
3. Floodplain Board established in 1 above, drafts a set of floodplain management regulations with assistance from the OWRB.
4. Regulations drafted in 3 above are sent to the OWRB for review and approval.
5. Once regulations are approved, floodplain board schedules a public hearing and publishes press release. Example press release can be obtained from the OWRB. The hearing shall be held at a minimum of 30 days from time notice is published in local newspaper, Title 82, Section 1610.
6. Floodplain board mails copy of public notice to the OWRB as soon as it is published.
7. Floodplain board posts meeting agenda in accordance with the Oklahoma Open Meeting Act, holds hearing & keeps minutes of meeting. The regulations drafted in 4 above can be adopted by Resolution at this hearing. Resolution is provided to FPB by OWRB and can be downloaded from the OWRB website.
8. Floodplain board designates by Resolution the individual that will serve as the official floodplain administrator. Resolution is provided by the OWRB and can be downloaded from the web site.
9. Floodplain Board signs certification page that public hearing was held in accordance with the Open Meeting Act.
10. Regulations adopted by floodplain board in 6 above then goes to the city council, town board or board of county commissioners for approval. Regulations shall be approved by Resolution. Resolution is obtained from the OWRB.
11. Governing council, board or commission signs and certifies with form that Oklahoma Open Meeting Act was complied with. Form is provided by the OWRB.
12. Floodplain administrator completes the one page NFIP application form, FEMA Form 81-64.
13. Entire application package as described above is provided to Gavin Brady, NFIP State Coordinator, OWRB, 3800 N. Classen Blvd, OKC, OK 73118.
14. The OWRB will review the package and if a program element is missing staff will work with you to correct it.
15. Once enrollment package is complete & approved by the OWRB, staff mails to FEMA, Region VI, in Denton, TX.
16. FEMA requires about 6 weeks to review and process.