Insert date of letter

Insert property owner name

Insert property owner mailing address

**RE: Notification of Conditional Flood Map Revision**

Dear property owner name,

The Henrico County Flood Hazard and Dam Safety Information Map is the County’s official map for displaying the Special Flood Hazard Area (SFHA), the area which has been determined to be subject to a 1% (100-year) or greater chance of flooding in any given year. This map includes both FEMA SFHA and Community SFHA and serves as the County’s Comprehensive Drainage Map. This map is used when regulating development in and adjacent to the floodplain, as outlined in Chapter 10, Article 1, of the Henrico County Code. The County’s Comprehensive Drainage Map may be accessed through the [Henrico County Flood Zone and Dam Safety Information GIS map viewer](https://henrico.maps.arcgis.com/apps/webappviewer/index.html?id=e940e72a32244bf3ae9a8098766f2bdd), available online at [henrico.gov/works](http://www.henrico.gov/works).

This letter is to inform you that the County Comprehensive Drainage Map will be revised through an approved Conditional Letter of Map Revision (CLOMR), effective insert CLOMR approval date, for insert stream name(s), as indicated on the attached map. This CLOMR is the result of a proposed insert project type/name, and the map revision will not become effective until the project has been completed. This CLOMR will affect the Community SFHA boundary and/or the regulatory setbacks from the SFHA boundary on your property at insert property address.

**Approximate Latitude & Longitude**

|  |  |  |  |
| --- | --- | --- | --- |
| Upstream Lat/Long: | Insert decimal degrees (at least 4 decimal places) | Downstream Lat/Long:  | Insert decimal degrees (at least 4 decimal places) |

**Flooding Source and Revised Reach Description**

Insert stream name(s) and description of impacted area along reach (e.g. Gillies Creek Tributary 2: approximately 130 feet upstream of a culvert crossing along East Foxhill Road to the downstream confluence of Gilles Creek)

**Summary of Revisions**

The effective hydraulic models were updated as part of this map revision to incorporate the proposed insert project type/name design, including proposed insert description of impacts to floodplain (e.g. realignment of stream channel). The effective flood zone for this area was a Community SFHA, insert flood zone. The revised flood zone is a Community SFHA, insert flood zone. This CLOMR results in insert one of the following: increases, decreases, or both increases and decreases in the flood zone boundary long this stream reach.

If you have any questions regarding this CLOMR, the Community SFHA, or flood mapping issues in general, please contact Kristin Owen, Floodplain & Dam Safety Manager, at owe042@henrico.gov or 804-396-1156.

Sincerely,

Insert applicant name

Insert applicant contact information

attach: Revised Floodplain Map

cc: Kristin Owen, Floodplain & Dam Safety Manager