

Flood Map Information Request Procedures

The Engineering and Community Development Departments are responsible for Floodplain Management within the City of Alamogordo. The Floodplain Manager will review requests and determine the applicable flood zone and flood elevation if necessary. There typically is a 3 business day turnaround time for all Flood Map Information requests received by the Community Development Department.

REQUESTS INVOLVING PROPOSED STRUCTURES **MUST CONTAIN A SITE PLAN** THAT SHOWS THE STRUCTURE AND THE DISTANCES FROM THE PROPERTY LINES TO THE STRUCTURE (SETBACKS).

Flood Map Information requests may be made in several ways:

IN-PERSON REQUESTS: All requests for Flood Map Information must eventually be in writing on the Flood Map Information Form. Applicants applying in person will use the form for Flood Map Information which is also available at the Community Development Department counter. The form will not be accepted until all required information is provided.

TELEPHONE REQUESTS: Telephone requests may be made to the Community Development Secretary at (575) 439-4220, who will take the required information. Applicants who cannot provide all of the information necessary to fill out the Flood Map Information Form will be advised to call back once they have obtained the information.

FAXED REQUESTS: Faxed requests may be made using the Flood Map Information Form and sending it to: Community Development Department – Floodplain Manager at (575) 439-4343. If a faxed request does not have all of the proper information, the Community Development Secretary will either fax the request back with further instructions or call the applicant directly. Flood Map Information **will not** be faxed to the applicant.

For information about the City's Ordinances related to construction in a designated flood zone, refer to Chapter 13 – Flood Damage Prevention (www.ci.alamogordo.nm.us; under the *GOVERNMENT* tab, *CoA Code of Ordinance*)