



# Federal Emergency Management Agency

Washington, D.C. 20472

April 11, 2001 (Originally issued on August 29, 2000)

MEMORANDUM FOR: Doug Bellomo, P.E., Project Officer  
Eastern Studies Team

Bill Blanton, Project Officer  
Central Studies Team

Mike Grimm, Project Officer  
Western Studies Team

## [Original Signed]

FROM: Matthew B. Miller, P.E., Chief  
Hazards Study Branch

SUBJECT: Procedure Memorandum No. 15 – Revised Countywide FIRM  
Index Specifications and Distribution Protocol

**Background:** The Countywide FIRM format requires that communities share a common FIRM Index. The present distribution procedure calls for each community within the county to receive a copy of the FIRM Index each time the Index is revised, regardless of whether any FIRM panels on which they are located were revised at the time of the FIRM revision.

**Issue:** Communities are often required to adopt floodplain management ordinances specifying the current FIRM Index date. As a result, each countywide FIRM revision creates a potential requirement for all communities within the county to adopt new floodplain management ordinances to include and reference the revised Index. This results in considerable time and effort in distributing the revised Index to unaffected communities, and considerable coordination at the Federal, State, and local level to adopt new ordinances and ensure compliance.

**Final Procedure:** The MCCs will use a new FIRM Index format for all new and revised countywide FIRMs that are sent to the Government Printing Office after May 1, 2001. The new format includes a revised Listing of Communities table and an explanatory note as follows:

### Notice

Future revisions to this FIRM Index will only be issued to communities that are located on FIRM panels being revised. This FIRM Index therefore remains valid for FIRM panels dated [date] or earlier. Please refer to the "MOST RECENT FIRM PANEL DATE" column in the LISTING OF COMMUNITIES table to determine the most recent FIRM Index date for each community.

This note should be added above the title block on all FIRM Index panels. The purpose of this note is to inform communities that the FIRM Index may be revised by FEMA in the future, but that it would not normally be distributed to unaffected communities. The proper location for the note is shown on Attachment A of this memo.

The FIRM Index Listing of Communities table has been modified as follows:

- The Initial Identification column is replaced with "Initial NFIP Map Date." When the Initial Identification date does not correspond to the Initial NFIP Map date, the MCC will place a superscript footnote next to the date directing the map user to a footnote under the Listing of Communities table indicating the Initial Identification date (see Attachment A).
- The Post FIRM Date column is replaced with "Initial FIRM Date."
- A column entitled "Most Recent FIRM Panel Date" is added to the table to indicate the latest revision that was processed for each community listed on the FIRM Index.

To assist the map users in determining the effective date for each printed FIRM panel, the panel dates shall be added to the FIRM Index. The preferred method is to have the panel dates shown immediately under each panel number within the FIRM Index grid as shown below.

<b>17097C0201 C</b>	<b>17097C0202 C</b>
<b>12/06/91</b>	<b>12/06/91</b>
<b>17097C0203 C</b>	<b>17097C0204 D</b>
<b>12/06/91</b>	<b>05/03/00</b>

When adding the map dates under the panel numbers becomes problematic due to high levels of base map detail on the body of the FIRM Index, the MCC may opt to list the dates of all printed panels in a separate table on the Index. When multiple FIRM Index panels exist, this table will list FIRM panels on an Index panel specific basis. A sample of this table is shown below.

<b>FIRM Panel Dates For Printed Panels of Johnson County, FL (All Jurisdictions)</b>					
<b>Panel</b>	<b>Effective Date</b>	<b>Panel</b>	<b>Effective Date</b>	<b>Panel</b>	<b>Effective Date</b>
0035 D	May 03, 2000	0145 D	May 03, 2000	0237 C	December 06, 1991
0039 E	July 07, 2001	0152 E	July 07, 2001	0242 B	January 08, 1988
0045 E	July 07, 2001	0155 E	July 07, 2001	0244 B	January 08, 1988
0053 D	May 03, 2000	0160 E	July 07, 2001	0252 D	May 03, 2000
0061 D	May 03, 2000	0164 B	January 08, 1988	0255 D	May 03, 2000
0062 D	May 03, 2000	0165 D	May 03, 2000	0256 D	May 03, 2000
0063 D	May 03, 2000	0166 B	January 08, 1988	0257 D	May 03, 2000
0064 D	May 03, 2000	0167 B	January 08, 1988	0258 D	May 03, 2000
0068 D	May 03, 2000	0168 B	January 08, 1988	0259 B	January 08, 1988
0086 C	December 06, 1991	0169 B	January 08, 1988	0261 B	January 08, 1988
0088 C	December 06, 1991	0176 D	May 03, 2000	0262 B	January 08, 1988
0090 C	December 06, 1991	0177 D	May 03, 2000	0263 B	January 08, 1988
0095 C	December 06, 1991	0178 D	May 03, 2000	0264 B	January 08, 1988
0110 D	May 03, 2000	0179 D	May 03, 2000	0267 B	January 08, 1988
0113 D	May 03, 2000	0181 D	May 03, 2000	0268 B	January 08, 1988
0114 D	May 03, 2000	0186 B	January 08, 1988	0269 B	January 08, 1988
0115 D	May 03, 2000	0201 C	December 06, 1991	0276 B	January 08, 1988
0119 D	May 03, 2000	0202 C	December 06, 1991	0277 B	January 08, 1988
0130 D	May 03, 2000	0204 D	May 03, 2000	0281 B	January 08, 1988

Now that an inventory of NFIP panels has become available through the Map Service Center website, the note below shall be added to the countywide format FIRM Index. The note shall be placed directly above the FIRM Panel Dates table (if that option is chosen), or in a clear area on the FIRM Index if the dates are shown within the individual map grids. If more than one FIRM Index is required to show the jurisdiction, this note should be placed on both FIRM Index panels. Appearing directly beneath this note is an additional note that also informs communities annexing land on adjacent FIRM panels of the need to order a current adjacent panel and current Index to ensure compliance with the most recent flood hazard information in the annexed area.

### **Map Dates**

This FIRM Index displays the map date for each FIRM panel at the time that this Index was printed. Because this Index may not be distributed to unaffected communities in subsequent revisions, users may determine the current map date for each FIRM panel by visiting the FEMA Map Service Center website at <http://web1.msc.fema.gov> , or by calling the Map Service Center at 1-800-358-9616.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from Map Service Center at the number listed above.

To ensure that the new format countywide FIRM Index is made available to all communities in the county, the first time an existing countywide format FIRM is revised, the new Index format will be provided to all communities in the county with an explanatory letter. A sample of this letter is provided as Attachment B.

### **Attachments**

cc: see attached distribution list

**NOTICE**

Future revisions to this FIRM Index will only be issued to communities that are located on FIRM panels being revised. This FIRM Index therefore remains valid for FIRM panels dated June 20, 1997, or earlier. Please refer to the "MOST RECENT FIRM PANEL DATE" column in the LISTING OF COMMUNITIES table to determine the most recent FIRM Index date for each community.

**Sample FIRM Index Listing of Communities Table**

**Sample FIRM Index Note**

<u>LISTING OF COMMUNITIES</u>					
COMMUNITY NAME	COMMUNITY NUMBER	LOCATED ON PANEL(S)	INITIAL NFIP MAP DATE	INITIAL FIRM DATE	MOST RECENT FIRM PANEL DATE
LAKE FOREST, CITY OF	170374	0169, 0188, 0190, 0257, 0259	FEBRUARY 1, 1974	FEBRUARY 18, 1981	SEPTEMBER 4, 1994
LAKE VILLA, VILLAGE OF	170375	0029, 0035, 0036, 0037, 0038, 0039, 0041	MAY 3, 1974	JULY 2, 1981	SEPTEMBER 4, 1994
LAKE ZURICH, VILLAGE OF	170376	0228, 0229, 0233, 0236, 0237, 0241	MARCH 29, 1974	JULY 5, 1983	JUNE 20, 1997
LIBERTYVILLE, VILLAGE OF	170377	0134, 0142, 0161, 0162, 0163, 0164, 0166, 0168, 0252	NOVEMBER 2, 1973	JANUARY 16, 1980	SEPTEMBER 4, 1994
LINCOLNSHIRE, VILLAGE OF	170378	0254, 0258, 0259, 0262, 0266, 0267	NOVEMBER 9, 1973	JULY 16, 1980	SEPTEMBER 4, 1994
LINDENHURST, VILLAGE OF	170379	0041, 0042, 0044	APRIL 5, 1974	JANUARY 2, 1980	SEPTEMBER 4, 1994
LONG GROVE, VILLAGE OF	170380	0144, 0231, 0232, 0233, 0234, 0241, 0242, 0251, 0253, 0254, 0261, 0263	APRIL 5, 1974	MAY 19, 1981	SEPTEMBER 4, 1994
METTAWA, VILLAGE OF	170381	0164, 0168, 0169, 0252, 0256, 0257	OCTOBER 18, 1974	MARCH 28, 1980	SEPTEMBER 4, 1994
MUNDELEIN, VILLAGE OF	170382	0139, 0142, 0143, 0144, 0161, 0163, 0232, 0251	JUNE 28, 1974 <sup>1</sup>	JULY 2, 1981	SEPTEMBER 4, 1994
NORTH BARRINGTON, VILLAGE OF	170383	0207, 0208, 0209, 0217, 0226, 0228, 0236	MARCH 22, 1974	OCTOBER 18, 1983	SEPTEMBER 4, 1994
NORTH CHICAGO, CITY OF	170384	0159, 0167, 0180, 0186, 0190	APRIL 5, 1974	DECEMBER 5, 1980	JUNE 20, 1997
OLD MILL CREEK, VILLAGE OF	170385	0055, 0061, 0062	AUGUST 30, 1974	AUGUST 1, 1980	SEPTEMBER 4, 1994
PARK CITY, CITY OF	170386	0156, 0157, 0159	MARCH 1, 1974	OCTOBER 15, 1981	SEPTEMBER 4, 1994
RIVERWOODS, VILLAGE OF	170387	0259, 0266, 0267, 0270, 0286	MARCH 1, 1974	AUGUST 15, 1980	SEPTEMBER 4, 1994
ROUND LAKE, VILLAGE OF	170388	0110, 0126, 0127, 0128, 0129	MARCH 29, 1974	AUGUST 1, 1980	SEPTEMBER 4, 1994
ROUND LAKE BEACH, VILLAGE OF	170389	0038, 0039, 0043, 0126, 0127, 0131	APRIL 5, 1974	AUGUST 1, 1980	SEPTEMBER 4, 1994
ROUND LAKE HEIGHTS, VILLAGE OF	170390	0038	MARCH 29, 1974	JANUARY 2, 1980	SEPTEMBER 4, 1994
ROUND LAKE PARK, VILLAGE OF	073391	0127, 0129, 0133, 0141, 0142	MARCH 29, 1974	JUNE 4, 1980	SEPTEMBER 4, 1994
THIRD LAKE, VILLAGE OF	170392	0044, 0132, 0155	SEPTEMBER 6, 1974	DECEMBER 25, 1981	SEPTEMBER 4, 1994
TOWER LAKES, VILLAGE OF	170393	0206, 0207	APRIL 5, 1974	MARCH 2, 1981	SEPTEMBER 4, 1994
VERNON HILLS, VILLAGE OF	170394	0163, 0164, 0251, 0252, 0253, 0254, 0256, 0258	FEBRUARY 4, 1977 <sup>2</sup>	AUGUST 1, 1980	SEPTEMBER 4, 1994
VOLO, VILLAGE OF	171042	0105, 0110, 0112, 0116, 0117	JANUARY 17, 1975	NOVEMBER 3, 1982	SEPTEMBER 4, 1994
WADSWORTH, VILLAGE OF	170395	0055, 0056, 0057, 0058, 0059, 0062, 0064, 0066, 0067, 0068	MARCH 1, 1974	FEBRUARY 4, 1981	SEPTEMBER 4, 1994
WAUCONDA, VILLAGE OF	170396	0116, 0117, 0118, 0119, 0140, 0207	APRIL 5, 1974	DECEMBER 1, 1981	SEPTEMBER 4, 1994
WINTHROP HARBOR, VILLAGE OF	170398	0076, 0077, 0078, 0079, 0081	MARCH 8, 1974	DECEMBER 2, 1980	SEPTEMBER 4, 1994

**NATIONAL FLOOD INSURANCE PROGRAM**

**FIRM  
FLOOD INSURANCE RATE MAP**

**LAKE COUNTY,  
ILLINOIS  
AND INCORPORATED AREAS**


**MAP INDEX  
SHEET 1 OF 2**

**PANELS PRINTED:** 5, 10, 15, 19, 20, 26, 27, 28, 29, 32, 34, 35, 36, 37, 38, 39, 41, 42, 43, 44, 55, 56, 57, 58, 59, 61, 62, 63, 64, 66, 67, 68, 69, 76, 77, 78, 79, 81, 85, 86, 87, 88, 89, 95, 105, 110, 126, 127, 128, 129, 131, 132, 133, 134, 153, 154, 155, 156, 157, 158, 159, 177, 180

**(SEE SHEET 2 FOR ADDITIONAL PANELS PRINTED)**

**MAP NUMBER  
17097CNDXI**

**MAP REVISED:  
JUNE 20, 1997**



Federal Emergency Management Agency

<sup>1</sup> Initial Identification Date is January 14, 1972

<sup>2</sup> Initial Identification Date is April 22, 1976

**Attachment B**

**Sample Letter Transmitting New Format Countywide FIRM Index**

(179 CWG):  
Community No.:  
Community:

◆  
Dear ◆:

Enclosed is a copy of the revised Flood Insurance Rate Map (FIRM) Index for [*countywide FIRM name*] prepared by the Federal Emergency Management Agency (FEMA). To avoid confusion, please replace the FIRM Index that you currently have on file with the most recent copy, which is being sent under separate cover to your community's map repository. Your community is receiving this information for administrative purposes only; flood hazards for your community were not modified in this revision.

As you are aware, your community shares this Index with several other jurisdictions in the county. Future revisions to the enclosed FIRM Index will only be issued to you if a FIRM panel on which your community is located is revised. This FIRM Index will therefore remain valid for your community until such time as a panel on which your community is shown is revised.

It is also important to note that if your community annexes land on adjacent FIRM panels in the future, you must obtain a current copy of the adjacent FIRM panel as well as the current FIRM Index. These items may be ordered from the FEMA Map Service Center either by telephone at (800) 358-9616, or via the Map Service Center website at <http://www.fema.gov/msc>.

Sincerely,

Matthew B. Miller, P.E., Chief  
Hazards Study Branch  
Mitigation Directorate

Enclosure

Revision Effective Date:

## **Distribution List**

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