

Sample

Notice for Early Public Review of a Proposal to Support Activity in a 100-Year Floodplain and Wetland

To: All Interested Agencies, Groups, and Individuals

This is to give notice that the [Name of Administrator] has received funds through the Owner Occupied Program under HOME Contract [number] to reconstruct unit(s) in [Name of City], [Name of County]. It has been determined that [number of] unit(s) are located within the floodplain area. The notice is to inform the public of the proposed action.

[Description of activity], [addresses of units], [total number of acres] of floodplain involved.

This notice is required by Section 2(a)(4) of Executive Order 11988 for Floodplain Management, and by Section 2(b) of Executive Order 11990 for the Protection of Wetlands, and is implemented by HUD Regulations found at 24 CFR 55.20 Subpart C Procedures for Making Determinations on Floodplain Management. The 8-Step Decision Making Process includes public notices and the examination of practicable alternatives to building in the floodplain.

This notice of request was mailed to the regional office of the Federal Emergency Management Agency and the State office of Environmental Protection (EPA).

Written comments must be received by the [Name of Administrator] at the following address on or before (month, day, year) [a minimum 15-day comment period will begin the day after the publication and end on the 16th day after the publication]; [Name of Administrator], [Address], Attention: [Name of Certifying Officer], [Title]. The full description of the proposed action may be reviewed during the house of 9:00 AM and 4:00 PM.

Date issued (This notice must be published in a newspaper of general circulation.)