



**FEMA**

W-12002

January 9, 2012

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the  
National Flood Insurance Program (NFIP) Servicing Agent

FROM: NFIP Clearinghouse

SUBJECT: Extension of the Pilot Inspection Procedure in Florida

Attached are copies of recent letters from the Mitigation Division, FEMA Region IV, to community officials for Monroe County, the Village of Islamorada, and the City of Marathon, Florida, confirming that the Pilot Inspection Procedure for those communities has been extended until June 28, 2013.

The Inspection Procedure provides Monroe County, the Village of Islamorada, and the City of Marathon with an additional means of determining whether structures built in Special Flood Hazard Areas after the effective date of the initial Flood Insurance Rate Map comply with the community's floodplain management regulations. The Procedure also assists FEMA in verifying that structures insured under the Standard Flood Insurance Policy are properly rated.

Attachment

cc: IBHS, FIPNC, Government Technical Representative

Required Routing: Accounting, Claims, Data Processing, Underwriting, Marketing

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Mayor  
Monroe County Board of Commissioners  
530 Whitehead Street  
Key West, Florida 33040

Dear Mayor:

Following consultation with Monroe County by the FEMA Region IV Office in Atlanta, Georgia, we have decided to extend the Pilot Inspection Procedure for Monroe County Unincorporated Areas. Based on discussions with your staff, we understand that the County has not made significant progress identifying and remediating unlawful enclosures and it requires an extension of the Pilot Inspection Procedure to complete the requirements of Title 44 of the United States Code of Federal Regulations §59.30.

We expect Monroe County to accomplish the following by the new termination date of **June 28, 2013**:

- Continue to identify potential floodplain management enclosure violations; inspect the potential violations, and remedy the violations to the maximum extent possible.
- Submit a detailed compliance plan no later than March 1, 2012, to the Regional Office, outlining how the County will complete the Inspection Procedure by June 28, 2013.
- Submit quarterly progress reports to the Regional Office.

It is imperative that the County complete the Inspection procedure for all potential enclosure violations by the new termination date. Failure to demonstrate substantial progress in the coming months will place the County in jeopardy of being deemed non-compliant with minimum National Flood Insurance Program floodplain management standards. We will contact you within the next two weeks to discuss specific requirements for the detailed compliance plan and the quarterly progress reports.

We recommend that Monroe County publish a notice of this extension in a prominent local newspaper or on the County's website notifying your residents of this new date. If you have questions about the inspection procedure, please do not hesitate to contact Susan W. Wilson, Branch Chief, Flood Insurance and Mitigation Branch by telephone at (770) 220-5414, or by email at [Susan.Wilson@fema.dhs.gov](mailto:Susan.Wilson@fema.dhs.gov). The Regional Office may also be contacted by mail. Please send any

inquiries to Ms. Wilson at FEMA Region IV, Federal Insurance and Mitigation Division, 3003 Chamblee Tucker Road, Atlanta, Georgia 30341.

Sincerely,

Major Phillip May  
Regional Administrator  
FEMA Region IV

ARCHIVED APRIL 2018

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Village Manager  
Islamorada, Village of Islands  
Village Administration Center and Public Safety Headquarters  
86800 Overseas Highway  
Islamorada, Florida 33036

Dear:

Following consultation with the Village of Islamorada by the FEMA Region IV Office in Atlanta, Georgia, we have decided to extend the Pilot Inspection Procedure for the community. Based on discussions with your staff, we determined that this extension is necessary to allow your community additional time to complete the requirements of Title 44 of the United States Code of Federal Regulations §59.30. The Village of Islamorada is expected to accomplish the following by the new termination date of **June 28, 2013**:

- Inspect insured buildings at the request of policyholders who received a notice from the insurer that an inspection is necessary in order to renew the policy; and
- Demonstrate to FEMA that the Village is undertaking measures to remedy the violations to the maximum extent possible for insured post-FIRM buildings that the community inspects and determines to violate the Village's floodplain management regulations.

We recommend that the Village publish a notice of this extension in a prominent local newspaper or on the Village's website notifying your residents of this new date. If you have questions about the inspection procedure, please do not hesitate to contact Susan W. Wilson, Branch Chief, Flood Insurance and Mitigation Branch by telephone at (770) 220-5414, or by email at [Susan.Wilson@fema.dhs.gov](mailto:Susan.Wilson@fema.dhs.gov). The Regional Office may also be contacted by mail. Please send any inquiries to Ms. Wilson at FEMA Region IV, Federal Insurance and Mitigation Division, 3003 Chamblee Tucker Road, Atlanta, Georgia 30341.

Sincerely,

Major Phillip May  
Regional Administrator  
FEMA Region IV

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

City Manager  
City of Marathon  
9805 Overseas Highway  
Marathon, Florida 33050

Dear:

Following consultation with the City of Marathon by the FEMA Region IV Office in Atlanta, Georgia, we have decided to extend the Pilot Inspection Procedure for the community. Based on discussions with your staff, we determined that this extension is necessary to allow your community additional time to complete the requirements of Title 44 of the United States Code of Federal Regulations §59.30. The City of Marathon is expected to accomplish the following by the new termination date of **June 28, 2013**:

- Inspect insured buildings at the request of policyholders who received a notice from the insurer that an inspection is necessary in order to renew the policy; and
- Demonstrate to FEMA that the City is undertaking measures to remedy the violations to the maximum extent possible for insured post-FIRM buildings that the community inspects and determines to violate the City's floodplain management regulations.

We recommend that the City publish a notice of this extension in a prominent local newspaper or on the City's website notifying your residents of this new date. If you have questions about the inspection procedure, please do not hesitate to contact Susan W. Wilson, Branch Chief, Flood Insurance and Mitigation Branch by telephone at (770) 220-5414, or by email at [Susan.Wilson@fema.dhs.gov](mailto:Susan.Wilson@fema.dhs.gov). The Regional Office may also be contacted by mail. Please send any inquiries to Ms. Wilson at FEMA Region IV, Federal Insurance and Mitigation Division, 3003 Chamblee Tucker Road, Atlanta, Georgia 30341.

Sincerely,

Major Phillip May  
Regional Administrator  
FEMA Region IV