



**FEMA**

## Scientific Resolution Panel Request Form

*This form is to be completed by the community's Chief Executive Officer (CEO) or the authorized representative of the community for which the appeal is being filed. The CEO will consolidate all unresolved appeals by private persons and submit them on their behalf. The CEO will also forward to FEMA copies of appeals not endorsed by the community and certify that no further appeals will be brought to FEMA for the community.*

Date: \_\_\_\_\_

Name of Community: \_\_\_\_\_

County and State of Community: \_\_\_\_\_

Name of Community CEO or authorized representative: \_\_\_\_\_

Mailing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (Work): \_\_\_\_\_

Phone Number (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Does the data submitted constitute an **appeal**? (Y/N)

If yes, does the submitted data satisfy the data requirements outlined in 44 CFR Section 67.6 (b) of the National Flood Insurance Program (NFIP) regulations and demonstrate that FEMA's proposed flood hazard determinations (proposed flood hazard determinations may include the addition or modification of Base Flood Elevations (BFEs), base flood depths, Special Flood Hazard Area (SFHA) boundaries or zone designations, or regulatory floodways) are:

(1) technically incorrect due to a mathematical or measurement error or changed physical conditions?

(2) technically incorrect due to error in application of hydrologic, hydraulic or other methods or use of inferior data in applying such methods?

(3) scientifically incorrect?

If an oral presentation to the SRP is necessary to support this appeal, please justify here.

\_\_\_\_\_

### **Community Commitment and Certification**

The community certifies that:

1. the data provided for SRP review was entirely submitted to FEMA during the 90-day appeal period.

Y  N

2. no additional data will be submitted for this or any other appeal for SRP consideration.

Y  N

3. there may be no submission of any other appeals not consolidated with this submission.

Y  N

### **Location of Contested Flood Hazard Determination Data**

4. *Identify the specific river reaches or coastal transects challenged by the data.*

\_\_\_\_\_

5. *Please identify areas of expertise the community believes are pertinent for representation on the SRP.*

\_\_\_\_\_

- 6. Description of information to be submitted by the community indicating that the flood hazard data proposed by FEMA are scientifically or technically incorrect**  
*Please include on a separate page labeled “Attachment A: Summary of Appeal Information” a summary of the specific technical issues, errors in FEMA’s data, or different technical processes submitted to contest the flood hazard determination data proposed by FEMA.*
- 7. Acceptance by Community of Terms and Conditions for the Initiation of an SRP**  
*To initiate the SRP process, the community’s CEO or authorized representative must accept the following terms and conditions on behalf of the community and individuals whose appeals are consolidated with this submission.*
- a) The community understands that the FEMA Administrator is not required to accept the recommendation of the SRP, and that upon the Administrator’s final determination that no further consideration will be given to the community’s appeals. The parties will maintain their right to appeal to the appropriate Federal District Court pursuant to 44 CFR Section 67.12 of the NFIP regulations.
  - b) The community has read the FEMA-prepared Guidance Memorandum titled “Implementing the Scientific Resolution Panel Process” and agrees to work with the National Institute of Building Sciences (NIBS) in the timely completion of the SRP review, including timely selection of panel members and participation in additional review procedures if requested.
  - c) The community agrees that no contact will be made with the Panel members except as expressly requested by NIBS before, during or after the SRP review is undertaken.
  - d) The community agrees that they have read and signed the “Community Submittal Agreement.”

---

Signature of Community CEO or Authorized Representative