

**INSTRUCTIONS FOR MAKING APPLICATION
TO PARTICIPATE IN THE
NATIONAL FLOOD INSURANCE PROGRAM**

1. Fill out the attached Application Form, FEMA Form 81-64.
2. Adopt and certify the attached Resolution committing the community to Floodplain Management.
3. Adopt and certify an ordinance/order establishing minimum floodplain management standards consistent with Section 60.3 of the Rules and Regulations of the National Flood Insurance Program. The Attached Sample Ordinance can be modified and adopted to satisfy this requirement. *Please let FEMA/TWDB review the ordinance/order before passing it at the community level. This will help ensure it is accurate and will save time/effort.*
4. **Mail one copy of the complete application packet to:**

Charlie Cook
Mitigation Division
Federal Emergency Management Agency
Region VI - Federal Center
800 North Loop 288
Denton, Texas 76201-3698
5. **Mail or email one copy of the complete application packet to:**

Yi Ling Chan
NFIP State Coordinator
Texas Water Development Board
P O Box 13231
Austin, Texas 78711-3231
yi.chan@twdb.texas.gov
6. Maintain one copy of the complete application for your records.
7. Applications should be mailed under a cover letter expressing the intent of the City or County to participate in the National Flood Insurance Program.