**INSTRUCTIONS FOR MAKING APPLICATION**

**TO PARTICIPATE IN THE**

**NATIONAL FLOOD INSURANCE PROGRAM**

1. Fill out the NFIP Application Form.
2. Adopt and certify the Resolution committing the community to Floodplain Management.
3. Adopt and certify an ordinance/order establishing floodplain management standards consistent with Section 60.3 of the Rules and Regulations of the National Flood Insurance Program.
4. **Mail one copy of the complete application packet to:**

Roosevelt Grant, Director

Mitigation Division

Federal Emergency Management Agency

Region VI - Federal Center

800 North Loop 288

Denton, Texas 76201-3698

1. **Mail one copy of the complete application packet to:**

Susan Veillon

NFIP State Coordinator

LA DOTD  
Floodplain Management Section 79

PO Box 94245

Baton Rouge, LA 70804

1. Maintain one copy of the complete application for your records.
2. Applications should be mailed under a cover letter expressing the intent of the City or Parish to participate in the National Flood Insurance Program.