



January 3, 2020

Dear Chief, Elected Official:

Pennsylvania Act 166 of 1978, the Pennsylvania Floodplain Management Act, requires all flood prone municipalities to regulate development occurring in their floodplain areas. All such municipalities are required to file an annual report with Pennsylvania Emergency Management Agency (PEMA) detailing all development permits issued with your municipality. PEMA is processing and tracking these reports for the Pennsylvania Department of Community and Economic Development (DCED). Please fill out the required form for the period of October 1, 2018-September 30, 2019 by **February 29, 2020 online** at: <https://expressforms.pa.gov/apps/pa/PEMA/Floodplain-Management-Activities-Annual-Report>.

For those who need to send in a hard copy please download the form at: <https://www.pema.pa.gov/planningandpreparedness/floodplainmanagement/LocalGovernmentFloodResources/Pages/default.aspx>.

Hard copy submissions should be mailed by and returned by **February 29, 2020** and return it to:

Pennsylvania Emergency Management Agency  
Bureau of Recovery and Mitigation/Hazard Mitigation Division  
1310 Elmerton Avenue, 3<sup>rd</sup> Floor, Harrisburg, PA 17110

The filing of a completed report is necessary on-line or by mail regardless of whether any permits were **issued or not**. Copies of any floodplain management ordinance(s), updates or amendments enacted by your municipality in **2019** must be uploaded online or attached to your completed hard copy annual report.

PA Act 166 also authorizes the DCED to reimburse municipalities for 50 percent of the costs incurred in the preparation, enactment, administration, and enforcement of the required floodplain ordinances. If you incurred reimbursable costs in **2019** and wish to apply for reimbursement, please apply using DCED's Single Application for Assistance under the Municipal Assistance Program (MAP). Be certain to include the DCED-GCLGS-57 and 58 forms AND all substantiating documents as attachments to the application. Instructions for completing the application can be found on DCED's website, [www.dced.pa.gov](http://www.dced.pa.gov). **The deadline for submission of this form is February 28, 2020.** If costs are deemed eligible by DCED, your application must be processed, and a reimbursement will be sent to you in a timely manner.

Should you have any questions or concerns, regarding this correspondence, please e-mail [RA-EMFLOODPLAINMGTIN@pa.gov](mailto:RA-EMFLOODPLAINMGTIN@pa.gov). Thank you for your continued cooperation in Pennsylvania's efforts to reduce flood risks and impacts as our municipalities become more resilient for this hazard.

Sincerely,

William B. Bradfield, CFM  
NFIP Program Manager

Enclosure



## FLOODPLAIN MANAGEMENT ACTIVITIES ANNUAL REPORT FORM

### SECTION A – MUNICIPAL INFORMATION

1. SECRETARY/CLERK NAME:	2. AREA CODE/TELEPHONE:	3. HOURS:	4. MUNICIPALITY:
5. FLOODPLAIN ADMINISTRATOR'S NAME:	6. AREA CODE/TELEPHONE:	7. HOURS:	8. COUNTY:
9. EMAIL ADDRESS:			
10. MUNICIPAL ADDRESS:			11. YEAR FILED FOR:  20____

### SECTION B – GENERAL

1. Has any floodplain development occurred during the past year?  
 No     Yes — please provide following information:

Building Permits for Development in Floodplain Areas				
Type of Building	Number of Applications	Number of Permits	Number of Inspections	Fees Collected
Single-family				
Multi-family				
Commercial				
Industrial				
Other				
<b>TOTAL</b>				

2. Has your municipality enacted any new or revised floodplain management regulations during the past year?  
 No     Yes — please attach a copy to this report.

3. Complete if you have any questions, or need information or assistance regarding your floodplain management responsibilities?  
 Same as above    Name/Title: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_

### SECTION C – CERTIFICATION

I swear that the information provided on this form is correct to the best of my knowledge.

SEAL	_____ Signature
	_____ Title
	_____ Date

# INSTRUCTIONS FOR COMPLETING FLOODPLAIN MANAGEMENT ACTIVITIES ANNUAL REPORT FORM [DCED-GCLGS-57]

## STATE LAW REQUIRES MUNICIPALITIES TO COMPLETE AND RETURN THIS ANNUAL REPORT FORM

Please follow the instructions and explanatory notes listed below to complete this form.  
(The instructions provided in each section below pertain to the same section in the form.)

After completing the form, return it to:

Pennsylvania Emergency Management Agency  
Bureau of Recovery and Mitigation/Hazard Mitigation Division  
1310 Elmerton Avenue, 3rd Floor  
Harrisburg, PA 17110

### SECTION A – MUNICIPAL INFORMATION

List the following:

1. Name of the secretary/clerk, telephone number and office hours.
2. Name, telephone number and office hours of the person administering the floodplain management ordinance.
3. Calendar year for the report being filed.
4. Municipal mailing address.
5. This report covers the period from October 1st of the previous year to September 30th of the reporting year.

### SECTION B – GENERAL

1. Check yes or no. If any development occurred within a floodplain area, provide the requested information in the box entitled "Building Permits for Development in Floodplain Areas."
2. Check yes or no. If any floodplain management ordinance has been enacted or amended, attach a copy to this report.
3. Complete only if you have a question, or need information or assistance.  
List person to contact, telephone number, address and work hours.

### SECTION C – CERTIFICATION

Please sign, date and seal the form. Return the form and all accompanying information to:

Pennsylvania Emergency Management Agency  
Bureau of Recovery and Mitigation/Hazard Mitigation Division  
1310 Elmerton Avenue, 3rd Floor  
Harrisburg, PA 17110