PROCESS 4.9– LETTER OF MAP CHANGE (CLOMR, LOMR-F, LOMA) PROCESS
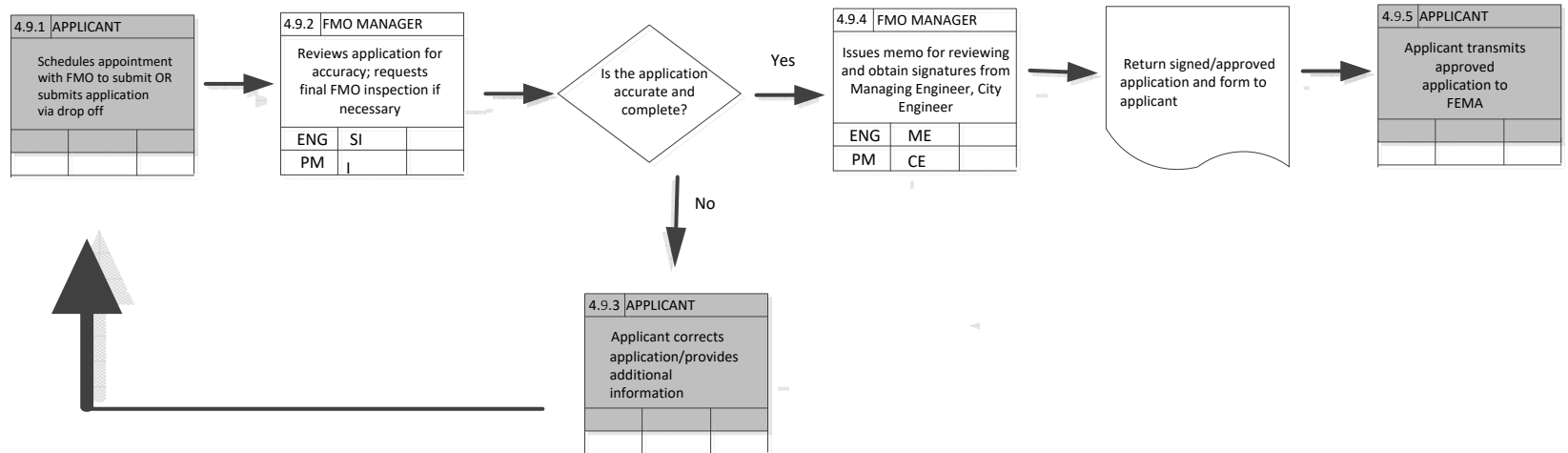
4.9.1 APPLICANT

Schedules appointment with FMO to submit OR submits application via drop off

4.9.2 FMO MANAGER

Reviews application for accuracy; requests final FMO inspection if necessary

ENG	SI	
PM	I	

Is the application accurate and complete?

Yes

No

4.9.3 APPLICANT

Applicant corrects application/provides additional information

4.9.4 FMO MANAGER

Issues memo for reviewing and obtain signatures from Managing Engineer, City Engineer

ENG	ME	
PM	CE	

Return signed/approved application and form to applicant

4.9.5 APPLICANT

Applicant transmits approved application to FEMA

CITY OF HOUSTON – HOUSTON PUBLIC WORKS – OFFICE OF THE CITY ENGINEER

Legend

Pre-Defined Process or Sub-Process

Process Owner

Sub-Process or Task

Contributors

Other Contributors

Activity Conducted By A Individual Or Organization Outside Office of the City Engineer
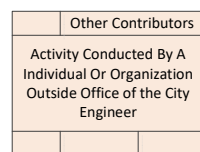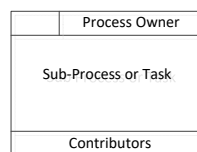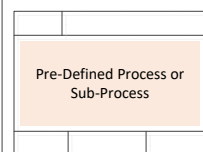
Contributors
AD= Assistant Director
ME = Managing Engineer
AS= Administrative Specialist
GE=Graduate Engineer
SPM=Senior Project Mgr.
APM=Assistant Project Manager

PM=Project Manager
SI=Senior Inspector
I=Inspector
PC=Project Controls
OS=Office Supervisor
ACI=Asst. Chief Inspector
CE=City Engineer

DC=Document Controls
AA=Administrative Asst.
PT=Project Technician
SAC=Senior Acct Clerk
RS=Record Supervisor
SE=Supervising Engineer
E=Engineer

Deliverable

Update Database

July 22, 2019