



Letter of Map Amendment (LOMA)/ Letter of Map Revision Based on Fill (LOMR-F) Quick Reference Sheet – Nassau County, NY

LOMA/LOMR-F Supporting Documentation

Recorded Plat Map (subdivision – no recorded deed/tax map needed)

- Must show the property boundaries and must include the nearest intersection
- Subdivision name and the property's lot and/or block number(s) must be legible
- Must include either a map scale or the length of the property lines
- Must include legal recordation data, such as a stamp/seal or map cover and page number(s) from the Nassau County Clerk; a Plat Map only approved by the Planning Commission will not be acceptable
- If you do not have a copy, contact the Nassau County Clerk at:
 - <http://www.nassaucountyny.gov/agencies/Clerk/ClerkServices/MapRoom.html>
 - (516) 571-2664; 240 Old Country Road Mineola, NY 11502 (Mon – Fri, 9:00am-4:30pm EST)

Recorded Property Deed (no subdivision – tax map also needed)

- Must include legal property description, usually in Schedule A or Exhibit A of the document
- Must include legal recordation data, such as a stamp/seal or book and page number(s) from the Office of the County Clerk; a Deed that has only been notarized will not be acceptable
- If you do not have a copy, contact Maureen O'Connell (Nassau County Clerk) at:
 - <http://www.nassaucountyny.gov/agencies/Clerk/ClerkServices/MapRoom.html>
 - (516) 571-2664; 240 Old Country Road Mineola, NY 11502 (Mon – Fri, 9:00am-4:30pm EST)

Tax Assessor's Map (no subdivision – recorded deed also needed)

- Must show the property boundaries and must include the nearest intersection
- The property's lot and/or block number(s) must be legible
- Must include either a map scale or the length of the property lines
- If you do not have a copy, visit the Nassau County Online Land Records Viewer at <http://www.nassaucountyny.gov/mynassauproperty/main.jsp>
 - Click "Property Search," accept the conditions, and enter your address or section/block/lot
 - Click "View Area Maps" or "View Tax Maps" to obtain and print an acceptable map
- You may contact the Department of Assessment at:
 - <http://www.nassaucountyny.gov/agencies/Assessor/>
 - (516) 571-1500; 240 Old Country Road Mineola, NY 11501 (Mon – Fri, 9:00am-4:45pm EST)

Additional Information for LOMR-Fs

- Community Acknowledgment Form – contact your Floodplain Administrator to complete Section A
 - Village of Valley Stream – Tom McAleer (516) 825-4200 x143; 123 South Central Avenue
 - Village of Cedarhurst – Wayne Yarnell (516) 295-5770; 200 Cedarhurst Avenue
 - Village of Lynbrook – Phil Healey (516) 599-8838; 548 Merrick Road
 - Town of Hempstead – Rebecca Furst (516) 538-8500; One Washington Street

Elevation Information

If the elevation of your house or property is needed to complete a LOMA/LOMR-F determination, you will need to obtain the information from someone who is licensed in New York to record and certify vertical measurements, usually a land surveyor. You may complete a basic internet search or consult the local phone book to find qualified individuals.