Local Hazard Mitigation Plans

Steps for Approval

1) Plan developer/town completes first draft of Local Hazard Mitigation Plan (LHMP)
2) Plan developer submits draft plan to Vermont Emergency Management (VEM) for state review *(must include the Review Tool with this submittal)*
3) VEM returns draft plan to the plan developer with completed Review Tool, if necessary, for revisions to meet requirements *(if there are no VEM comments, the next step will be #7)*
4) Plan developer completes VEM required revisions
5) Plan developer submits revised draft plan and Review Tool to VEM
6) VEM may make additional comments if revisions were not complete
7) If there are no further VEM comments, VEM submits draft plan and Review Tool to FEMA Region 1 for review
8) If FEMA determines revisions are needed, the draft plan is returned to VEM for revisions to meet the requirements *(if there are no FEMA comments, the next step will be #11)*
9) VEM forwards draft plan and Review Tool with comments to plan developer
10) Plan developer completes FEMA required revisions
11) Plan developer submits revised draft plan and Review Tool to VEM, and VEM forwards to FEMA for final review
12) If FEMA concurs that revisions are acceptable, FEMA issues Approval Pending Adoption (APA) to VEM and plan developer
13) Town formally adopts Local Hazard Mitigation Plan
14) Plan developer submits adoption certificate and final APA-version of the plan to VEM *(with all reference to “Draft” removed from final version of plan)*
15) VEM forwards APA-version of plan and adoption certificate to FEMA Region 1
16) FEMA issues final plan approval letter to VEM and plan developer, along with the final Review Tool

FEMA-approved mitigation plan will expire 5 years from the date of FEMA approval