

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