

Ordinance Adoption Steps	Who is responsible	Deadlines from the start date of LFD	Date Completed
LFD begin date	FEMA	(enter actual date of LFD letter)	
DNR sends letter to community to follow up on letter from FEMA	DNR		
DNR reaches out to community to offer assistance for Community's choice to either (1) draft updated ord using model -- OR -- (2) creates own format with completed crosswalk	DNR		
If community wants DNR assistance, DNR to provide community with first draft using MODEL including all Official Maps info (leaving only a few areas for community to complete and opportunity to discuss with Corporate Counsel) -- OR -- Community provides DNR with draft ordinance and a completed	Community and DNR		
If not using model: DNR reviews crosswalk and community	DNR		
Finalized and approvable draft ordinance to be complete and ready for public hearing	Community and DNR	2-3 month deadline	
Publish/Post Class 2 notice (for 2 consecutive weeks with 2nd week being a minimum of 7 days before the date of the public hearing) for public hearing no later than 14 days prior to scheduled hearing date (recommended to be completed earlier to provide more than 14 days between notice and hearing date)	Community		
Complete Public Hearing for ordinance review and adoption	Community		
If separate board/council meeting for official adoption, hold special meeting for community approval to adopt	Community		
Publish/post Class 1 notice of enacted ordinance	Community		
Community receives Class 1 notice Affidavit	Community		
Community submits all final documents to DNR for review and compiling state approval packet	Community	5 months deadline	
DNR completes approval letter and sends to community, closes out DNR records (FAD) and uploads packet into FEMA database	DNR		
State approval packet must be provided to FEMA with enough time for FEMA to review and approve	DNR	5 1/2 months deadline	
Final Approval	FEMA	6 months (Effective Date in LFD)	