

Appendix 7

2009 LMS Plan Submittal Process

Formal Submittal Required:

1. The LMS working group must submit a formal letter to the Florida Division of Emergency Management requesting a review of a plan. This official submittal should consist of:
 - A. Signed letter by LMS chairperson or coordinator
 - B. Electronic copy (MS Word version) of the crosswalk with the “**Location in Plan**” column completed
 - C. Electronic (CD) of the Plan document to be reviewed

The submitted plan document is considered a DRAFT until it is approved by FEMA.

This submittal should be addresses to:

Miles E. Anderson
State Hazard Mitigation Officer
Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, FL 32399
Attn: Mitigation Planning Unit

2. Updated LMS plans must be submitted to the Florida Division of Emergency Management no later than six months before the plan expiration date. Plans that are submitted later than this timeframe will be reviewed in the order they were received after timely submissions have been attended to.

Plan Review Procedure:

1. The assigned mitigation planner will provide a confirmation of receipt to the LMS chairperson.
2. Upon completion of the review, the state mitigation planner will inform the LMS chairperson that the plan is:
 - a) ready to be sent to FEMA. The State will then request a hard copy of the document.
 - b) in need of revision. In this case, the revised plan must be corrected and resubmitted to the Florida Division of Emergency Management within 30 days of this notification.
3. After review of the final draft, the Florida Division of Emergency Management will submit the document to FEMA no later than 90 days before the plan expiration date.
4. If the plan is not approved by FEMA, the Florida Division of Emergency Management will notify the LMS chairperson that the plan must be revised. If the plan reaches FEMA’s “*approval pending adoption*” phase, all participating jurisdictions must resolve to adopt the plan within one (1) year. At least one jurisdiction must adopt the plan in order for FEMA to approve

the plan. A copy of all resolutions to adopt must be submitted to the Florida Division of Emergency Management for transmittal to FEMA.