

**DOCUMENTATION MEMORANDUM FOR FLOODPLAINS AND**  
**WETLANDS EIGHT STEP PROCESS**  
**(Sample)**

Memorandum to File

From: Certifying Officer

Date:

Re: Compliance with EO 11988/11990  
Shetfall Landing  
Any County, Connecticut

The following constitutes compliance with the eight step process to document compliance with EO 11988.

Step 1: Shetfall Landing is located on Wilmington Island in Any County, Connecticut. The site is located in a 100 year floodplain, Federal Insurance Rate Map, Panel 125 (Community PanelNumber 130030 0125A) dated August 1, 1980 for Any County, Connecticut.

According to the Fish and Wildlife overlays, there are no wetlands involved. Therefore, EO 11990 compliance ends with Step 1.

Step 2: A copy of the Early Public Notice is attached and has been published in a local newspaper.

Step 3: This project is being considered because there are no practical alternatives. Sites properly zoned that are outside the 100 year floodplain are almost nonexistent in this part of Any County. There is a housing need in this portion of the county. The alternative of not approving the project would deny area residents housing for which a need has been established.

Step 4: Two major areas of concern were evaluated as to the impact on the proposed action. (1) The floodplain upon the proposal was evaluated as to impact on lives and property. Local ordinance enacted to participate in FEMA's flood insurance program will be complied with. Also, flood insurance will be required to protect property. (2) The impact of the proposed action upon the floodplain was evaluated. By observing local sedimentation and erosion control ordinances, there should be little impact upon the floodplain areas.

Step 5: Every action will be taken to minimize impacts to the floodplain. Compliance with local, state and federal standards will be made. Planned development for residential reuse with adherence to floodplain conservation ordinances should in the long run benefit the flood plain much more than the unregulated hodge-podge case-by-case development.

Step 6: After again assessing the project as proposed, the benefits of providing standard, affordable housing to the area appear to outweigh any foreseeable negative impacts.

Step 7: A public notice has been published in a local newspaper explaining this action and is attached.

Step 8: The proposed action can now be implemented.

#### Attachments