PHOTOGRAPHING YOUR HAZARD MITIGATION PROJECT

A GUIDE TO TAKING AND SUBMITTING PHOTOGRAPHS FOR MITIGATION PROJECT APPLICATIONS

August 2018

PDMC 2006 Project - 5391 Crystal Drive Fairfield, Ohio

PHOTOGRAPHING YOUR PROJECT

Photos of project structures or vacant lots are required for all hazard mitigation project applications. An application packet with good standardized photographs can help both the State Hazard Mitigation Team (SHMT) and the Federal Emergency Management Agency (FEMA) in understanding your project and may lead them to award funding to your project. The photographs are, also, necessary for completing the environmental and historic preservation reviews.

The following standards have been developed to assist you in taking and submitting photographs that are clear, discernable, and standardized. ***Projects with Photographs not submitted in the required manner will not be accepted and will require you to re-submit the photographs in the approved format prior to your application being considered.***

How To Take The Photographs

When taking photos for a hazard mitigation project, use a digital camera with a resolution of at least 640 x 480 dpi or greater ("Thumbnail" sized images *will not* be accepted). A minimum of five pictures are required for each structure in your project or a minimum of three for each empty lot. Try to avoid harsh lighting conditions (mid-day sun or late evening), vegetation that obscures the structure, and photos that show both bright-lit and dark-lit areas. Multiple photographs may be necessary to document the overall appearance of the structure or empty lot. If possible, a second person should be included in the photos holding up a sign with the address on it.

To Photograph A Building Or Structure:

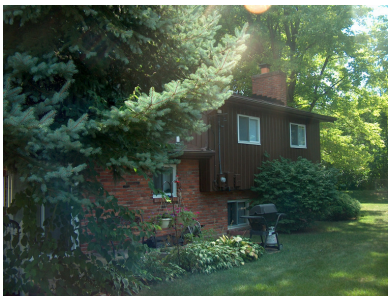
- A minimum of five photographs at an oblique angle as shown in the site diagram below, but don't be afraid to shoot at any other angle to get the best shot(s) available. See Diagram A.

- One photograph of each front elevation (facade) so that both the entire wall and the extent of the roof line appear in the image.

- One "streetscape" or contextual view showing the building and its neighbors.

Examples of photographs from a successful application, PDMC 2006 City of Fairfield, demonstrate appropriate photos to submit.

5391 Crystal Drive #1


5391 Crystal Drive #2

5391 Crystal Drive #3

5391 Crystal Drive #4

5391 Crystal Drive #5 and #6 (Streetscape Views)

To Photograph A Vacant Lot:

A minimum of three photographs should be taken of each vacant lot. See Diagram B.

One photograph from opposite corners of the lot and one "streetscape". Be sure that the photographs clearly show the entire lot from two angles, as shown in the site diagram below, but don't be afraid to shoot at any other angle to get the best shot(s) available.

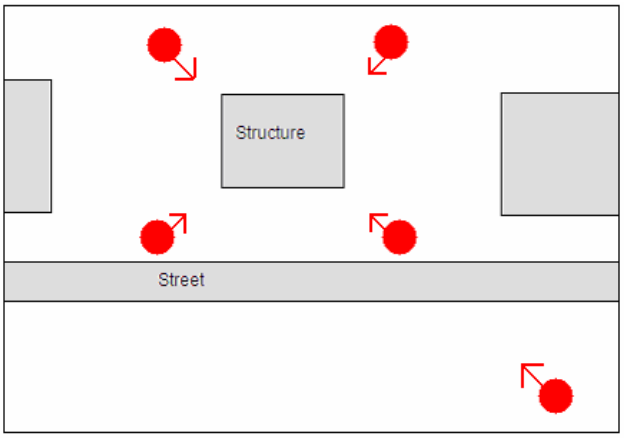


***Diagram A**: Illustrates five ideal location points as to photographing a structure involved in a project.*

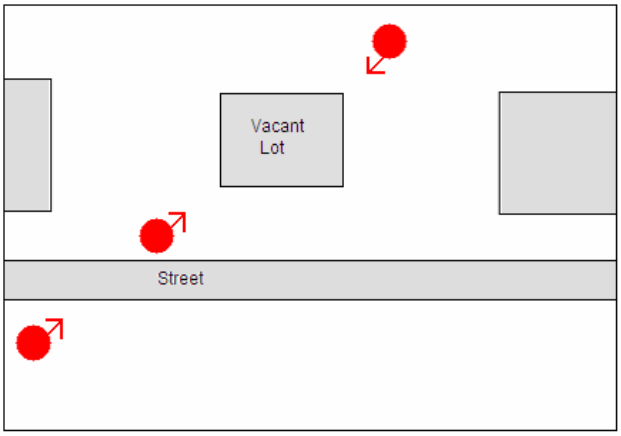


***Diagram B**: Illustrates three ideal location points as to photographing a vacant lot involved in a project.*

SAVING AND CATALOGUING YOUR PHOTOGRAPHS

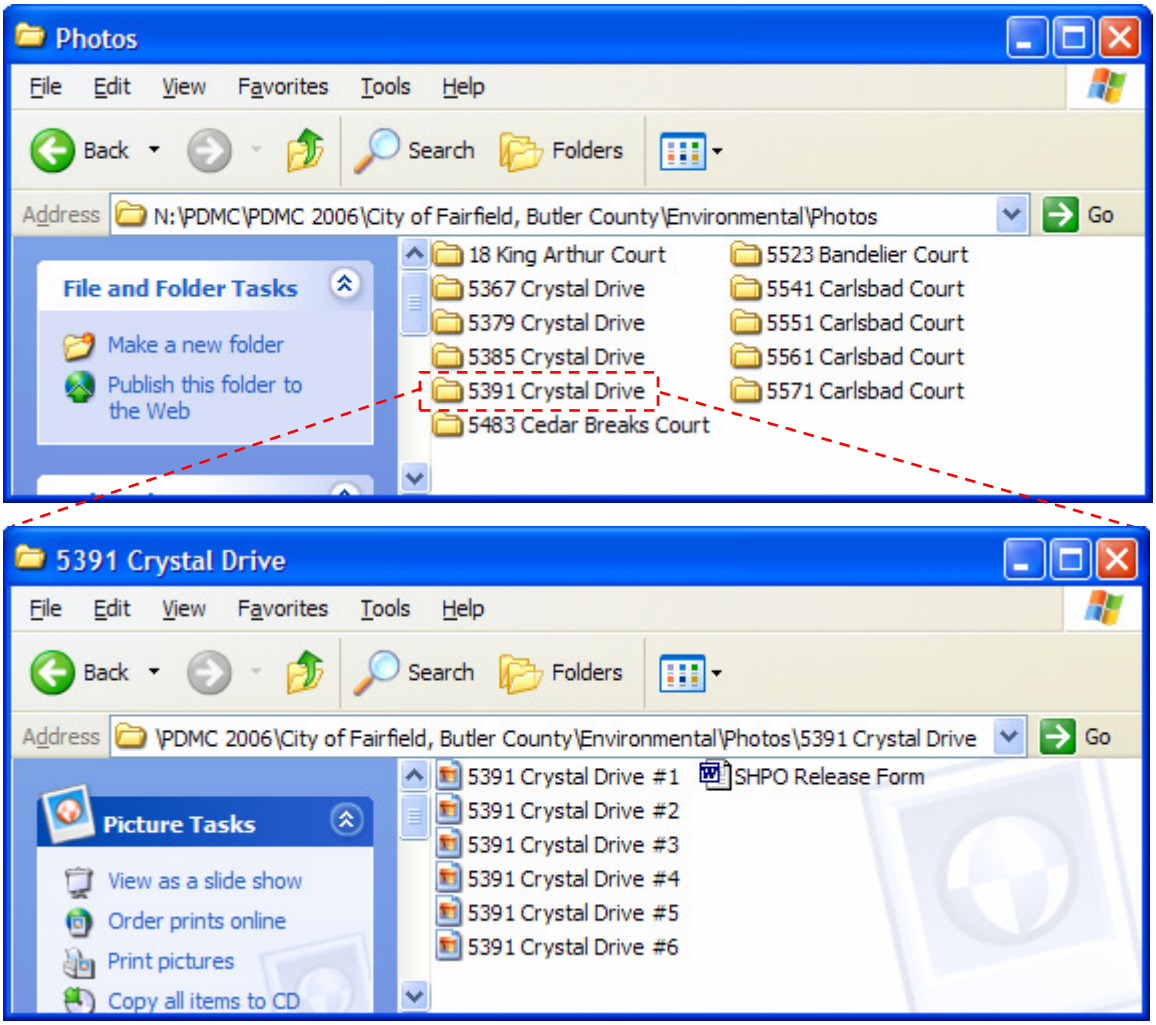
The photos must be saved in JPEG format with the street address as its name with#1, #2, #3, etc. to differentiate the photos. For example, like in the photos above, a picture would have a naming convention of:

5391 Crystal Drive #3 or 5391 Crystal Drive #7 (if more than five photos)

All the photos of the same structure or vacant lot must be placed in a file folder with the street address as its name. For example, like in the photos above, the file folder would have a naming convention of:

5391 Crystal Drive

An example of how the file folders and photos should look and be named:



SUBMITTING YOUR PHOTOGRAPHS

The photos for your project must be emailed to Ohio EMA AND attached electronically in the FEMA eGrants system. If the files cannot be emailed to Ohio EMA, they must be burnt to a CD or DVD and mailed or hand delivered. The sample naming convention on the left should be used to label the CD or DVD.