

SUBMITTAL REQUIREMENTS FOR MISSOULA COUNTY FLOODPLAIN PERMIT APPLICATION

To initiate the permit process, you will need to submit two copies of a completed Joint Permit Application to Community and Planning Services. These instructions apply to all construction/projects within designated 100-year floodplains including Shaded Zone-X delineated on the FEMA Flood Insurance Rate Maps (FIRMs). You will minimally need to submit the items listed below.

1. A list of adjacent property owners and their mailing addresses.
2. If the proposal is to be completed on parcels owned by multiple parties, a letter from each property owner and signature(s) on the permit application authorizing the proposed work.
3. A detailed site plan, drawn to scale, showing the following:
 - ◇ Property boundary lines of the subject property and those in the immediate vicinity of the project (you may be able to obtain the applicable survey from the Surveyor's Office or the internet)
 - ◇ Approximate location of all floodplain boundaries in the vicinity of the project as depicted on the Floodplain Maps available at Community and Planning Services or <http://www.co.missoula.mt.us/mccaps/CurrentPlanningPermitting/Floodplain.htm>
 - ◇ Location of existing improvements in the vicinity of the project, including driveways, roads, culverts, bridges, buildings, wells, septic systems, and other improvements
 - ◇ Location of all existing physical features in the vicinity of the project, including ponds, swales, streams, and irrigation ditches
 - ◇ Location and dimensions of all proposed improvements including driveways, roads, culverts, bridges, ponds, excavations, buildings, wells and other structures
5. For a house submit:
 - ◇ The parcel's existing topography in 1' contours including the ground elevation at the location of the proposed house and the calculated height of the 100-year floodplain as identified by a licensed surveyor or engineer
 - ◇ Construction plans using filled stemwalls with lowest floor 2' above the 100-year flood elevation
 - ◇ Calculations and specifications for any fill (in cubic yards) to be placed in the floodplain
 - ◇ A completed Elevation Certificate based on construction drawings prepared by a licensed surveyor or engineer
6. For any other building submit:
 - ◇ The parcel's existing topography in 1' contours including the ground elevation at the location of the proposed structure and the calculated height of the 100-year floodplain as identified by a licensed surveyor or engineer.
 - ◇ Construction plans for the building
 - ◇ A statement indicating which of the two development standards will apply: stemwall construction or commercial floodproofing
 - ◇ A completed Elevation Certificate based on construction drawings completed by a licensed surveyor or engineer

7. For bank stabilization submit:

- ◇ a description of existing conditions
- ◇ a historical overview of trends in the river movement, if any.
- ◇ a description of the problem
- ◇ a description of the objectives of the project
- ◇ a short description of design alternatives that were considered, if any, but rejected, and an explanation of why each one was rejected
- ◇ typical cross-section (based on survey data) of the river from bank to bank, which shows the existing condition and proposed treatment and the height of the 100-year flood event, the base flow elevation, and the bank full elevation.
- ◇ a longitudinal profile of the river surface and bed in the project area.
- ◇ a plan view (using an aerial photograph as a base) of the project area which shows the beginning and ending points of the treatment and the various types of treatment.
- ◇ specifications for the treatment material (type of material, sizes, quantities, etc.
- ◇ calculations and hydraulic model documenting that the proposed project will not raise the elevation of the 100-year flood as documented on the floodplain maps & flood insurance study.
- ◇ a description of the project implementation (project phases, sediment control, staging areas, cleanup, etc.)

8. For a bridge submit:

- ◇ drawings and specifications for the bridge as certified by professional engineer
- ◇ calculations for the amount of fill to be placed in the floodplain
- ◇ calculations and hydraulic model documenting that the proposed project will not raise the elevation of the 100-year flood (i.e. .00') as documented on the floodplain maps. If located in a detailed study area, the issuance of a CLOMR by FEMA prior to permitting and LOMR upon completion may be required.
- ◇ a minimum of five (5) cross-sections including one at the location of the bridge which shows the existing condition and the elevation of the 100-year flood event. If located in a detailed study area, the cross-sections must tie into the existing FEMA cross-sections at the upstream and downstream end.

9. For a pond or excavation submit:

- ◇ The parcel's existing topography in 1' contours including the ground elevation at the location of the proposed pond or excavation
- ◇ a description of existing conditions
- ◇ a description of the objectives of the project
- ◇ calculations for the amount of material to be removed from the pond
- ◇ a description of where the material will be placed outside of the floodplain

10. For a road(s) submit:

- ◇ a description of existing conditions
- ◇ a description of the objectives of the project
- ◇ calculations to show that the culverts will be large enough to handle the expected flows.

11. Appropriate permit application fee.

Once your final application is received, it will be reviewed to make sure the information is sufficient. If it is not sufficient, you will receive a letter that explains the deficiencies. Provided any additional information requests are submitted, a decision is typically made within 60 days of when your application is deemed sufficient and legal notice is published. As part of the review process, the adjoining property owners will be notified letting them know about the proposed work, and a legal notice will be placed in the newspaper containing a brief description of the application. Note that a floodplain permit cannot be issued until all other applicable permits are issued first including, but not limited to building, septic and zoning permits, State navigability, DEQ 318 and FWP 124 permits, Conservation District 310 permits and Federal Army Corps 404 permits. If the area is unzoned, the proposal must be compatible with the Growth Policy.

Revised: 5/12/2021 310 Form 270 and Instructions may be downloaded from: http://dnrc.mt.gov/licenses-and-permits/stream-permitting	CD/AGENCY USE ONLY		Application #	Click to enter text.	Date Received	Date
	Date Accepted	Date	Initials	Initials	Date FW: to FWP	Date
<i>This space is for all Department of Transportation and SPA 124 permits (government projects).</i>						
Project Name	Click to enter text.					
Control Number	Click to enter text.	Contract Letting Date	Date			
MEPA/NEPA Compliance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, #C5 of this application does not apply.			

JOINT APPLICATION FOR PROPOSED WORK IN MONTANA'S STREAMS, WETLANDS, FLOODPLAINS & OTHER WATER BODIES

This is a standardized application to apply for one or all local, state, or federal permits listed below.

- Refer to instructions to determine which permits apply and submit a signed application to each applicable agency.
- Incomplete applications will result in the delay of the application process.
- The applicant is responsible for obtaining all necessary permits and landowner permission before beginning work.
- **Other laws may apply.**

<u>PERMIT</u>	<u>AGENCY</u>	<u>FILL OUT SECTIONS</u>	<u>FEE</u>
310 Permit	Local Conservation District	A - E and G	Inquire locally
SPA 124 Permit	Department of Fish, Wildlife and Parks	A - E and G	No fee
318 Authorization 401 Certification	Department of Environmental Quality	A - E and G	\$250 (318); \$400 - \$20,000 (401)
Navigable Rivers Land Use License, Lease, or Easement	Department of Natural Resources and Conservation, Trust Lands Management Division	A - E and G	\$50, plus additional fee
Section 404 Permit, Section 10 Permit	U. S. Army Corps of Engineers (USACE)	A - G F1-8	Varies (\$0 - \$100)
Floodplain Permit	Local Floodplain Administrator	A - F	Varies by city/county (\$25 - \$500+)

A. APPLICANT INFORMATION

APPLICANT NAME (person responsible for project): [Click here to enter applicant name.](#)

Has the landowner consented to this project? Yes No

Mailing Address: [Click here to enter mailing address.](#)

Physical Address: [Click here to enter physical address or N/A.](#)

Cellphone: [Click here to enter or N/A.](#) Home Phone: [Click here to enter or N/A.](#) E-Mail: [Click here to enter or N/A.](#)

LANDOWNER NAME (if different from applicant): [Click here to enter name or N/A.](#)

Mailing Address: [Click here to enter mailing address or N/A.](#)

Physical Address: [Click here to enter physical address or N/A.](#)

Cellphone: [Click here to enter or N/A.](#) Home Phone: [Click here to enter or N/A.](#) E-Mail: [Click here to enter or N/A.](#)

CONTRACTOR/COMPANY NAME (if applicable): [Click here to enter name or N/A.](#)

PRIMARY CONTACT NAME: [Click here to enter name](#)

Mailing Address: [Click here to enter name or N/A.](#)

Physical Address: [Click here to enter name or N/A.](#)

Cellphone: [Click here to enter or N/A.](#) Home Phone: [Click here to enter or N/A.](#) E-Mail: [Click here to enter or N/A.](#)

B. PROJECT SITE INFORMATION

1. NAME OF **STREAM** or **WATER BODY** at project location [Click here to enter text.](#)
Project Address/Location: [Click here to enter text.](#) Nearest Town [Click here to enter text.](#)
County [Click here to enter text.](#) Geocode: [Click here to enter text.](#)
Choose 1/4 of the Choose. 1/4 of, Section [Enter](#) Township [Enter.](#), Range [Enter](#)
Latitude [Enter Latitude.](#) Longitude [Enter Longitude.](#) Refer to section B1 in the instructions.
2. Is the proposed activity within **SAGE GROUSE** areas designated as general, connected, or core habitat?
Yes No Attach consultation letter if required. Refer to section B2 in the instructions.
3. Is this a **STATE NAVIGABLE WATERWAY**? The state owns beds of certain navigable waterways.
Yes No If yes, send a copy of this application to the appropriate DNRC land office. Refer to section B3 in the instructions.
4. **WHAT IS THE CURRENT CONDITION** of the proposed project site? Describe the existing bank condition, bank slope, height, nearby structures, and wetlands. What vegetation is present? Refer to section B4 in the instructions.

C. PROPOSED PROJECT OR ACTIVITY INFORMATION

1. **TYPE OF PROJECT** (check all that apply) Refer to section C1 in the instructions.
 - Agricultural and Irrigation Projects:** Diversions, Headgates, Flumes, Riparian fencing, Ditches, etc.
 - Buildings/Structures:** Accessory Structures, Manufactured Homes, Residential or Commercial Buildings, etc.
 - Channel/Bank Projects:** Stabilization, Restoration, Alteration, Dredging, Fish Habitat, Vegetation or Tree Removal, or any other work that modifies existing channels or banks.
 - Crossings/Roads:** Bridge, Culvert, Fords, Road Work, Temporary Access, or any project that crosses over or under a stream or channel.
 - Mining Projects:** All mining related activity, including; Placer Mining, Aggregate Mining, etc.
 - Recreation related Projects:** Boat Ramps, Docks, Marinas, etc.
 - Other Projects:** Cistern, Debris Removal, Excavation/Pit/Pond, Placement of Fill, drilling or directional boring, Utilities, Wetland Alteration. Other project type not listed here _____
2. **IS THIS APPLICATION FOR** an annual maintenance permit? Yes No
(If yes attach annual plan of operation to this application) – Refer to section C2 in the instructions.
3. **WHY IS THIS PROJECT NECESSARY? STATE THE PURPOSE OR GOAL** of the proposed project. Refer to section C3 in the instructions.
[Click here to enter text.](#)
4. **PROVIDE A BRIEF DESCRIPTION** of the proposed project plan and how it will be accomplished. Refer to section C4 in the instructions.
[Click here to enter text.](#)

5. WHAT OTHER ALTERNATIVES were considered to accomplish the stated purpose of the project? Why was the proposed alternative selected? Refer to section C5 in the instructions.

[Click here to enter text.](#)

6. NATURAL RESOURCE BENEFITS OR POTENTIAL IMPACTS. Please complete the information below to the best of your ability.

* Explain any temporary or permanent changes in erosion, sedimentation, turbidity, or increases of potential contaminants. What will be done to minimize those impacts?

[Click here to enter text.](#)

- Will the project cause temporary or permanent impacts to fish and/or aquatic habitat? What will be done to protect the fisheries?

[Click here to enter text.](#)

- What will be done to minimize temporary or permanent impacts to the floodplain, wetlands, or riparian habitat?

[Click here to enter text.](#)

- What efforts will be made to decrease flooding potential upstream and downstream of project?

[Click here to enter text.](#)

- Explain potential temporary or permanent changes to the water flow or to the bed and banks of the waterbody. What will be done to minimize those changes?

[Click here to enter text.](#)

- How will existing vegetation be protected and its removal minimized? Explain how the site will be revegetated. Include weed control plans.

[Click here to enter text.](#)

D. CONSTRUCTION DETAILS

1. **PROPOSED CONSTRUCTION DATES.** Include a project timeline. Start date [Click here to enter a date.](#) Finish date [Click here to enter a date.](#) How long will it take to complete the project? [Click here to enter text.](#) Is any portion of the work already completed? Yes No (If yes, describe previously completed work.) Refer to section D1 in the instructions.
[Click here to enter text.](#)

2. **PROJECT DIMENSIONS.** Describe length and width of the project. Refer to section D2 in the instructions.
[Click here to enter text.](#)

3. **EQUIPMENT.** List all equipment that will be used for this project. How will the equipment be used on the bank and/or in the water? Note: All equipment used in the water must be clean, drained and dry. Refer to section D3 in the instructions.

[Click here to enter text.](#)

Will equipment from out of state be used? YES NO UNKNOWN

Will the equipment cross west over the continental divide to the project site? YES NO UNKNOWN

Will equipment enter the Flathead Basin? YES NO UNKNOWN

4. **MATERIALS.** Provide the total quantity and source of materials proposed to be used or removed. Note: This may be modified during the permitting process therefore it is **recommended you do not purchase materials until all permits are issued.** List soil/fill type, cubic yards and source, culvert size, rip-rap size, any other materials to be used or removed on the project. Refer to section D4 in the instructions.

Cubic yards/Linear feet

Size and Type

Source

[Click here to enter text.](#)

E. REQUIRED ATTACHMENTS

1. **PLANS AND/OR DRAWINGS** of the proposed project. **Include:**

- Plan/Aerial view
- an elevation or cross section view
- dimensions of the project (height, width, depth in feet)
- location of storage or stockpile materials dimensions and location of fill or excavation sites
- drainage facilities
- location of existing/proposed structures, such as buildings, utilities, roads, or bridges
- an arrow indicating north
- Site photos

2. **ATTACH A VICINITY MAP OR A SKETCH** which includes: The water body where the project is located, roads, tributaries, other landmarks. Place an "X" on the project location. Provide written directions to the site. This is a plan view (looking at the project from above).

3. **ATTACH ANNUAL PLAN OF OPERATION** if requesting a **Maintenance 310 Permit.**

4. **ATTACH AQUATIC RESOURCE MAP.** Document the location and boundary of all waters of the U.S. in the project vicinity, including wetlands and other special aquatic sites. Show the location of the ordinary high-water mark of streams or waterbodies. **if requesting a Section 404 or Section 10 Permit.** Ordinary high-water mark delineation included on plan or drawings and/or a separate wetland delineation.

**F. ADDITIONAL INFORMATION FOR U.S. ARMY CORPS OF ENGINEERS (USACE)
SECTION 404, SECTION 10 AND FLOODPLAIN PERMITS.**

Section F should only be filled out by those needing Section 404, Section 10, and/or Floodplain permits. Applicants applying for Section 404 and/or Section 10 permits complete F 1- 8. Applicants applying for Floodplain permits, complete all of Section F. Refer to section F in the instructions.

FOR QUESTIONS RELATING TO SECTION F, QUESTIONS 1-8 PLEASE CONTACT THE USACE BY TELEPHONE AT 406-441-1375 OR BY E-MAIL MONTANA.REG@USACE.ARMY.MIL.

1. Identify the specific **Nationwide Permit(s)** that you want to use to authorize the proposed activity. Refer to section F1 in the instructions.

[Click here to enter text.](#)

2. Provide the **quantity of materials** proposed to be used in waters of the United States. What is the length and width (or square footage or acreage) of impacts that are occurring within waters of the United States? How many cubic yards of fill material will be placed below the ordinary high-water mark, in a wetland, stream, or other waters of the United States? Note: Delineations are required of wetlands, other special aquatic sites, and other waters, such as lakes and ponds, and perennial, intermittent, and ephemeral streams, on the project site. Refer to section F2 in the instructions.

[Click here to enter text.](#)

3. How will the proposed project avoid or minimize **impacts to waters of the United States?** Attach additional sheets if necessary. Refer to section F3 in the instructions.

[Click here to enter text.](#)

4. Will the project impact greater than 0.10-acre of wetland and/or more than 300 linear feet of stream or other waters? If yes, describe how the applicant is going to **compensate (mitigation bank, in-lieu fee program, or permittee responsible)** for these unavoidable impacts to waters of the United States. Refer to section F4 in the instructions.

[Click here to enter text.](#)

5. Is the activity proposed within any component of the **National Wild and Scenic River System**, or a river that has been officially designated by Congress as a **“study river”**? Refer to section F5 in the instructions.

Yes No

6. Does this activity require permission from the USACE because it will alter or temporarily or permanently occupy or use a **USACE authorized civil works project? (Examples include USACE owned levees, Fort Peck Dam, and others)?** Refer to section F6 in the instructions.

Yes No

7. List the **ENDANGERED AND THREATENED SPECIES** and **CRITICAL HABITAT(s)** that might be present in the project location. Refer to section F7 in the instructions.

[Click here to enter text.](#)

8. List any **HISTORIC PROPERTY(S)** that are listed, determined to be eligible or are potentially eligible (over 50 years old) for listing on the National Register of Historic Places.” Refer to section F8 in the instructions.

[Click here to enter text.](#)

9. List all applicable local, state, and federal permits and indicate whether they were issued, waived, denied, or pending. Note: All required local, state, and federal permits, or proof of waiver must be issued prior to the issuance of a floodplain permit. Refer to section F9 in the instructions.

[Click here to enter text.](#)

10. List the **NAMES AND ADDRESSES OF LANDOWNERS** adjacent to the project site. This includes properties adjacent to and across from the project site. (Some floodplain communities require certified adjoining landowner lists).

NAME OF **Adjacent Landowner**: [Click here to enter name](#) [Click here to enter Address](#)

NAME OF **Adjacent Landowner**: [Click here to enter name](#) [Click here to enter Address](#)

NAME OF **Adjacent Landowner**: [Click here to enter name](#) [Click here to enter Address](#)

NAME OF **Adjacent Landowner**: [Click here to enter name](#) [Click here to enter Address](#)

11. **Floodplain Map Number** [Click here to enter map number or N/A.](#) Refer to section F11 in the instructions.

12. Does this project comply with **local planning or zoning regulations**? Refer to section F12 in the instructions.

Yes No

G. SIGNATURES/AUTHORIZATIONS

Some agencies require original signatures. **After completing the form**, make the required number of copies and **then sign each copy**. Send the copies with original signatures and additional information required directly to each applicable agency.

The statements contained in this application are true and correct. The applicant possess' the authority to undertake the work described herein or is acting as the duly authorized agent of the landowner. The applicant understands that the granting of a permit does not include landowner permission to access land or construct a project. Inspections of the project site after notice by inspection authorities are hereby authorized. Refer to section G in the instructions.

APPLICANT (Person responsible for project):

Print Name: [Click here to enter name.](#)

LANDOWNER:

Print Name: [Click here to enter name.](#)

Signature of Applicant Date

Signature of Landowner Date

*CONTRACTOR'S PRIMARY CONTACT (if applicable):

Print Name: [Click here to enter name.](#)

Signature of Contractor/Agent Date

*Contact agency to determine if contractor signature is required.