

SUBMITTAL REQUIREMENTS FOR MISSOULA COUNTY FLOODPLAIN PERMIT APPLICATION

To initiate the permit process, you will need to submit two hard copies of a completed Joint Permit Application (or one hard copy and one electronic copy) 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). The items listed below are minimum submittal requirements. Additional items may be required after an initial review by the Floodplain Administrator.

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 requested is 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, 318 and 124 permits, Conservation District 310 permits and Federal Army Corps 404 permits.

Revised: 6/5/15 (310 form 270). Form may be downloaded from: www.dnrc.mt.gov/licenses-and-permits/stream-permitting

AGENCY USE ONLY: Application # _____ Date Received _____
Date Accepted _____ / Initials _____ Date Forwarded to DFWP _____

This space is for all Department of Transportation and SPA 124 permits (government projects).

Project Name _____
Control Number _____ Contract letting date _____
MEPA/NEPA Compliance Yes No If yes, #14 of this application does not apply.

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

Use this form to apply for one or all local, state, or federal permits listed below. The applicant is the responsible party for the project and the point of contact unless otherwise designated. "Information for Applicant" includes agency contacts and instructions for completing this application. To avoid delays, submit all required information, including a project site map and drawings. Incomplete applications will result in the delay of the application process. Other laws may apply.

The applicant is responsible for obtaining all necessary permits and landowner permission before beginning work.

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

A. APPLICANT INFORMATION

NAME OF APPLICANT (person responsible for project): _____

Has the landowner consented to this project? Yes No

Mailing Address: _____

Physical Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail: _____

NAME OF LANDOWNER (if different from applicant): _____

Mailing Address: _____

Physical Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail: _____

NAME OF CONTRACTOR/AGENT (if one is used): _____

Mailing Address: _____

Physical Address: _____

Day Phone: _____ Evening Phone: _____ E-Mail: _____

B. PROJECT SITE INFORMATION

NAME OF STREAM or WATER BODY at project location _____ Nearest Town _____

Address/Location: _____ Geocode (if available): _____

_____/4 ____/4 ____/4, Section _____, Township _____, Range _____ County _____

Longitude _____, Latitude _____

The state owns the beds of certain state navigable waterways. Is this a state navigable waterway? Yes or No. If yes, send copy of this application to appropriate DNRC land office – see Information for Applicant.

ATTACH A PROJECT SITE MAP OR A SKETCH that includes: 1) the water body where the project will take place, roads, tributaries, landmarks; 2) a circled "X" representing the exact project location. IF NOT CLEARLY STATED ON THE MAP OR SKETCH, **PROVIDE WRITTEN DIRECTIONS TO THE SITE.**

C. PROJECT INFORMATION

1. **TYPE OF PROJECT** (check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> Bridge/Culvert/Ford Construction | <input type="checkbox"/> Fish Habitat | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Bridge/Culvert/Ford Removal | <input type="checkbox"/> Recreation (docks, marinas, etc.) | <input type="checkbox"/> Dredging |
| <input type="checkbox"/> Road Construction/Maintenance | <input type="checkbox"/> New Residential Structure | <input type="checkbox"/> Core Drill |
| <input type="checkbox"/> Bank Stabilization/Alteration | <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Placement of Fill |
| <input type="checkbox"/> Flood Protection | <input type="checkbox"/> Improvement to Existing Structure | <input type="checkbox"/> Diversion Dam |
| <input type="checkbox"/> Channel Alteration | <input type="checkbox"/> Commercial Structure | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Irrigation Structure | <input type="checkbox"/> Wetland Alteration | <input type="checkbox"/> Pond |
| <input type="checkbox"/> Water Well/Cistern | <input type="checkbox"/> Temporary Construction Access | <input type="checkbox"/> Debris Removal |
| <input type="checkbox"/> Excavation/Pit | <input type="checkbox"/> Other _____ | |

2. **PLAN OR DRAWING** of the proposed project **MUST** be attached. **This plan or drawing must include:**

- a plan view (looking at the project from above)
- dimensions of the project (height, width, depth in feet)
- location of storage or stockpile materials
- drainage facilities
- an arrow indicating north
- a cross section or profile view
- an elevation view
- dimensions and location of fill or excavation sites
- location of existing or proposed structures, such as buildings, utilities, roads, or bridges

3. **IS THIS APPLICATION FOR** an annual maintenance permit? Yes No
(If yes, an annual plan of operation must be attached to this application – see "Information for Applicant")

4. **PROPOSED CONSTRUCTION DATE.** Include a project timeline. Start date ____/____/____
Finish date ____/____/____ Is any portion of the work already completed? Yes No
(If yes, describe the completed work.)

5. **WHAT IS THE PURPOSE** of the proposed project?

6. **PROVIDE A BRIEF DESCRIPTION** of the proposed project.

7. **WHAT IS THE CURRENT CONDITION** of the proposed project site? Describe the existing bank condition, bank slope, height, nearby structures, and wetlands.

8. **PROJECT DIMENSIONS.** How many linear feet of bank will be impacted? How far will the proposed project encroach into and extend away from the water body?

9. **VEGETATION.** Describe the vegetation present on site. How much vegetation will be disturbed or covered with fill material during project installation? (Agencies require that only vegetation necessary to do the work be removed.) Describe the revegetation plan for all disturbed areas of the project site in detail.

10. **MATERIALS.** Describe the materials proposed to be used. Note: This may be modified during the permitting process. It is recommended you do not purchase material until all permits are issued.

Cubic yards/Linear feet	Size and Type	Source
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11. **EQUIPMENT.** List all equipment that will be used for construction of the project. How will the equipment be used on the bank and/or in the water? Note: Make sure equipment is clean and free of weeds, weed seeds, and excess grease before using it in the water waterway. To prevent the spread of aquatic invasive species, to the extent practical, remove mud and aquatic plants from heavy machinery and other equipment before moving between waters and work sites, especially in waters known to be infested with aquatic invasive species. Drain water from machinery and let dry before moving to another location.

12. **DESCRIBE PLANNED EFFORTS TO MINIMIZE PROJECT IMPACTS.** Consider the impacts of the proposed project, even if temporary. What efforts will be taken to:

- Minimize erosion, sedimentation, or turbidity?
- Minimize stream channel alterations?
- Minimize effects to stream flow or water quality caused by materials used or removal of ground cover?
- Minimize effects on fish and aquatic habitat?
- Minimize risks of flooding or erosion problems upstream and downstream?
- Minimize vegetation disturbance, protect existing vegetation, and control weeds?

13. **WHAT ARE THE NATURAL RESOURCE BENEFITS** of the proposed project?

14. **LIST ALTERNATIVES** to the proposed project. Why was the proposed alternative selected?

D. ADDITIONAL INFORMATION FOR SECTION 404, SECTION 10, AND FLOODPLAIN PERMITS ONLY.

If applying for a Section 404 or Section 10 permit, fill out questions 1-3. If applying for a floodplain permit, fill out questions 3-6. (Additional information is required for floodplain permits – See “Information for Applicant.”)

1. Will the project involve placement of dredged (excavated) and/or fill material below the ordinary high water mark, in a wetland, or other waters of the US? If yes, what is the surface area to be filled? How many cubic yards of fill material will be used? Note: Wetland delineations are required if wetlands are affected.
2. Description of avoidance, mitigation, and compensation (see Information for Applicant). Attach additional sheets if necessary.
3. List the names and address 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).

4. 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.
5. Floodplain Map Number _____
6. Does this project comply with local planning or zoning regulations? Yes No

E. SIGNATURES/AUTHORIZATIONS -- Each agency must have original signatures signed in blue ink.

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.

APPLICANT (Person responsible for project):
Print Name: _____

LANDOWNER:
Print Name: _____

Signature of Applicant Date

Signature of Landowner Date

*CONTRACTOR/AGENT:
Print Name: _____

Signature of Contractor/Agent Date

*Contact agency to determine if contractor signature is required.