



Planning Department
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FLOODPLAIN PERMIT APPLICATION SUBMITTAL REQUIREMENTS

To initiate the permit process, you will need to submit two copies of the completed “Joint Application” to the Ravalli County Planning Department along with the application fee of \$500 and the applicable items below. The following requested information applies to all proposed projects within the regulatory 100-year floodplain.

1. A list of adjacent property owners and their mailing addresses. Adjacent property owners include those on the other side of roads, creeks, rivers, etc. if applicable. (Information available at the Ravalli County Clerk & Recorder's Office.)
2. Copies of any other regulatory permits that you have obtained or for which you have applied.
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
 - Approximate location of all floodplain boundaries in the vicinity of the project as depicted on the floodplain map(s). (Maps available at the Planning Department.)
 - Location of existing improvements or structures in the vicinity of the project, including but not limited to driveways, roads, culverts, bridges, buildings, wells, and septic systems
 - Location of all existing physical features in the vicinity of the project, including but not limited to ponds, swales, streams, rivers and irrigation ditches
 - Location and dimensions of all proposed improvements or structures, including but not limited to driveways, roads, culverts, bridges, ponds, buildings, wells and septic systems
 - Location of any fill that is proposed to be placed in the floodplain
4. A statement specifying the amount of fill that is proposed to be placed within the floodplain and supporting calculations.
5. A statement that addresses how the proposed project meets each of the minimum development standards in Chapter 4 of the Ravalli County Floodplain Regulations. All statements regarding engineered designs must be certified and signed by a licensed engineer.
6. For a residential structure submit:
 - Drawings and dimensions of the structure
 - 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, engineer or architect
 - Calculations for the amount of fill (in cubic yards) to be placed in the floodplain
 - Specifications for the fill material (type of material, sizes, etc.)
 - A completed Elevation Certificate based on construction drawings prepared by a licensed surveyor, engineer or architect

7. For a building (other than a residential structure) submit:
 - Drawings and dimensions of the building
 - The parcel's existing topography in 1' contours including the ground elevation at the location of the proposed building and the calculated height of the 100-year floodplain as identified by a licensed surveyor, engineer or architect
 - A statement indicating which of the two development standards will apply: 1) construction on fill (include fill calculations) or 2) commercial/industrial structure flood proofing
 - A completed Elevation Certificate based on construction drawings prepared by a licensed surveyor, engineer or architect

8. For bank stabilization projects submit:
 - Historical overview of trends in the river movement (if any)
 - Description of existing conditions and 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, base flow elevation, and bank full elevation
 - Longitudinal profile of the river surface and bed in the project area
 - 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 documenting that the proposed project will not raise the elevation of the 100-year base flood elevation
 - Description of project implementation (project phases, sediment control, staging areas, cleanup, etc.)

9. For a bridge submit:
 - Drawings and specifications for the bridge as certified by a professional engineer
 - Calculations for the amount of fill proposed 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 prior to permitting and LOMR upon completion is required.
 - A minimum of five (5) cross-sections including one at the location of the proposed bridge which shows the existing condition and the 100-year base flood elevation. If located in a detailed study area, the cross-sections must tie into the existing cross-sections both upstream and downstream of the project site.

10. For a pond submit:
 - Description of existing conditions and the objectives of the project
 - Calculations for the amount of material to be removed from the pond
 - Location of where the excavated material will be placed outside of the floodplain

11. For a road/driveway submit:
 - Description of existing conditions and the objectives of the project
 - Calculations showing that the culverts are adequately sized to convey the 100-year base flood

Once your final application is received, it will be reviewed to ensure the information supplied is sufficient. If the application is not sufficient, you will receive a letter explaining the deficiencies. As part of the review process, the adjoining property owners will be notified about the proposed work and a legal notice will be placed in the newspaper containing a brief description of the application. Provided that any additional information requests are complied with, a decision is typically made within 60 days of when your application is deemed sufficient.

Revised: 2/16/12 (310 form 270) Form may be downloaded from: www.dnrc.mt.gov/permits/default.asp	AGENCY USE ONLY: Application # _____ Date Received _____ Date Accepted _____ / Initials _____ Date Forwarded to DFWP _____
<i>This space is for all Department of Transportation and SPA 124 permits (government projects).</i>	
Project Name _____	
Control Number _____ Contract letting date _____	
MEPA/NEPA Compliance <input type="checkbox"/> Yes <input type="checkbox"/> 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.

<input checked="" type="checkbox"/>	<u>PERMIT</u>	<u>AGENCY</u>	<u>FEE</u>
	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 or Easement	Department of Natural Resources and Conservation, Trust Lands Management Division	License \$25; Easement \$50, plus annual 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 _____

<p>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.</p>
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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 to be used and how much.

Cubic yards/Linear feet	Size and Type	Source
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11. **EQUIPMENT.** What equipment is proposed to be used for the work? Where and how will the equipment be used on the stream bank and/or the waterbody?

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 fill material below the ordinary high water mark, 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: A delineation of the wetland may be required.
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.