GALLATIN COUNTY
Floodplain Permit Application Form

This form acts as a cover sheet and shall accompany all requests for a floodplain permit application.

1. **Applicant**
   - Name: __________________________________________
   - Address: __________________________________________
   - Phone: __________ Email: ___________________________

2. **Applicant’s Representative** *(If different than Applicant)*
   - Name: __________________________________________
   - Address: __________________________________________
   - Phone: __________ Email: ___________________________

3. **Description of Property Subject to Application** *(attach additional sheet if necessary)*
   - Address: __________________________________________
   - Section: __________ Township: __________ Range: ________
   - Subdivision/COS: __________________________ Block: ________ Lot: ________
   - Other legal description: __________________________________________
   - DOR#: 06 __________________________
     (2) (4) (2) (1) (2) (2) (4)

4. **General Location:** __________________________________________
   __________________________________________
   __________________________________________

5. **Source of Flooding** __________________________________________

6. **Brief Description of Project:** __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

7. **Flood Insurance Rate Map Panel Number:** __________________________

By signing below I acknowledge that the information on this form and included as part of this floodplain permit application is true and correct.

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<tr>
<th>Applicant’s Signature</th>
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<tr>
<th>Property Owner’s Signature (if different than Applicant)</th>
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*If property has multiple owners, please inquire with Planning Department for required signature(s).*
Prior to preparing the application submittal materials, applicants are strongly encouraged to set up a pre-submittal meeting with their consultant and the Floodplain Administrator to discuss the submittal requirements for the specific project being proposed.

A. **Floodplain Permit applications shall, at a minimum, include the following information:**

1. Three hard copy applications and one digital copy of the entire application packet, including digital copies of any hydraulic model;
2. Application fee in accordance with the Planning Department’s adopted fee schedule;
3. A completed [Certification of Property Owner’s List](#) and one mailing label for each adjoining property owner (including across roads and across watercourses);
4. A completed and signed [Joint Application for Proposed Work in Montana’s Streams, Wetlands, Floodplains, and Other Water Bodies](#);
5. A copy of other permits or a list of pending applications required by local, Federal or State law for the proposed project, which may include but are not limited to a 310 permit, SPA 124 permit, Section 404 Permit, 318 Authorization, 401 Certification or a Navigable Rivers Land Use License or Easement, wastewater treatment approvals, approach/encroachment permits, and non-ministerial zoning approvals (e.g. conditional use permits, variances). Prior to floodplain permit approval the applicant shall demonstrate the required permits have been obtained and the Floodplain Permit application is not in conflict with the permits;
6. A copy of the effective Flood Insurance Rate Map with the project site identified;
7. A plan-view map drawn to scale or with dimensions clearly labeled showing the nature and details of the proposed project, including but not limited to:
   a. the location of the proposed project on the property;
   b. the location of existing and proposed Structures;
   c. the location of existing and proposed wells, wastewater treatment systems and other utilities;
   d. the location of proposed excavation and/or fill sites;
   e. the location where material will be stored or stockpiled; and
   f. the location of the foregoing in relation to the Regulated Flood Hazard Areas and if applicable the Floodway boundary;
8. Additional information related to the specific use or activity that demonstrates compliance with the design criteria and construction standards as specified in Sections 6 and 7 of Floodplain Hazard Management Regulations; and
9. A written response to the criteria of Section 10.3.4 of the Floodplain Hazard Management Regulations that references appropriate documentation submitted with the Floodplain Permit application and demonstrates the following factors are considered and incorporated into the design of the use or Artificial Obstruction:
   a. the danger to life and property due to increased flood heights, increased flood water velocities or alterations in the pattern of flood flow caused by Encroachments;
   b. the danger that the obstruction or use may be swept downstream or onto other lands to the injury of others;
   c. whether the obstruction or use could be constructed or altered in such a manner to lessen the flooding danger;
   d. the susceptibility of the proposed facility and its contents to flood damage and the effects of such damage on the individual Owner;
e. the importance of the services provided by the facility to the community;
f. the permanence of the obstruction or use and whether it will be reasonably safe from flooding;
g. the drainage at the site is adequate to reduce exposure to flood hazards;
h. the requirement of the facility for a water-front location;
i. the availability of alternative locations for the proposed use not subject to Flooding;
j. the compatibility of the proposed use with existing Development and anticipated Development in the foreseeable future;
k. the compliance of the proposed use with any adopted growth policy or other plans covering the project area and any applicable zoning regulations;
l. the safety of access to the property in times of flooding for ordinary and emergency services; and
m. such other factors as are in harmony with the purposes of these Regulations, the Montana Floodplain and Floodway Management Act and the National Flood Insurance Program.

B. The Floodplain Administrator may require additional information, including but not limited to the following, for a Floodplain Permit application:

1. A topographic plan-view map of the project area, based on a 1-foot contour interval, with elevation values displayed in the same datum as the effective study, depicting details relevant to the proposed project. The topographic plan-view map should delineate the boundaries of the Regulated Flood Hazard Areas, and if applicable the Floodway, consistent with Section 3.2 of these Regulations. All elevations shall be certified by a professional engineer or registered land surveyor;

2. For a new Building, unless otherwise approved by the Floodplain Administrator, the topographic plan-view map described above shall cover enough of the subject property to demonstrate the lack of alternative locations not subject to flooding;

3. For a new Building or Alteration to an existing Building, a completed FEMA Elevation Certificate based on construction drawings. For dry floodproofed Non-Residential Buildings a FEMA Floodproofing Certificate is also required;

4. Cross-sections of the proposed project that clearly differentiate between existing site conditions and post-project conditions;

5. A hydraulic model completed by a professional engineer demonstrating the impact of the proposed project on the Base Flood Elevations and velocities;

6. A professional engineer’s certification that the proposed activity has been designed to be in compliance with all applicable requirements and standards of the Gallatin County Floodplain Regulations; and

7. Any other relevant information deemed necessary by the Floodplain Administrator to demonstrate a proposed project’s compliance with the requirements of these Regulations, the Montana Floodplain and Floodway Management Act, or the requirements of the National Flood Insurance Program.