



Gallatin County Floodplain Permit Application Form

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: _____ Other legal description: _____

Geocode : 06 _____ - _____ - _____ - _____ - _____ - _____

4. Source of Flooding: _____

5. Flood Insurance Rate Map Panel Number: _____

6. Brief description of project

Floodplain Permit application checklist

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.

Part 1. Information Required for All Floodplain Permit Applications

Three hard copy applications and one digital copy of the entire application packet, including digital copies of any hydraulic model.

Application fee in accordance with the Planning Department's [adopted fee schedule](#).

A completed [Certification of Property Owner's List](#) and one mailing label for each adjoining property owner (including across roads and across watercourses)

A completed and signed [Joint Application for Proposed Work in Montana's Streams, Wetlands, Floodplains, and Other Water Bodies](#)

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:

- 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.

A copy of the effective Flood Insurance Rate Map with the project site identified.

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:

- The location of the proposed project on the property.
- The location of existing and proposed Structures.
- The location of existing and proposed wells, wastewater treatment systems and other utilities.
- The location of proposed excavation and/or fill sites.
- The location where material will be stored or stockpiled; and
- the location of the foregoing in relation to the Regulated Flood Hazard Areas and if applicable the Floodway boundary.

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.

A written explanation and additional documentation as necessary that demonstrates how the specific use or activity complies with the design criteria and construction standards as specified in Sections 6 and 7 of Floodplain Hazard Management Regulations.

A professional engineer's certification that the proposed activity has been designed to follow all applicable requirements and standards of the Gallatin County Floodplain Regulations; and

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 as they related to flood hazards 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 location of the project in relation to identified channel migration hazards (i.e. historic migration zones, avulsion hazard zones, and erosion hazard areas) where such hazards have been mapped through channel migration studies;
- j. The availability of alternative locations for the proposed use not subject to Flooding.
- k. the compatibility of the proposed use with existing Development and anticipated Development in the foreseeable future.
- l. The compliance of the proposed use with any adopted growth policy or other plans covering the project area and any applicable zoning regulations as such policy, plans, or regulations address flood hazards.
- m. The safety of access to the property in times of flooding for ordinary and emergency services; and

- n. 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.

Part 2. Additional information the Floodplain Administrator may require for a Floodplain Permit Application includes but is not limited to the following:

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.

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.

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.

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

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

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.

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

Applicant’s Signature

Date

Property Owner’s Signature (If different than Applicant)

Date

If property has multiple owners, please inquire with Planning Department for required signature(s)