



**GALLATIN COUNTY**  
**Floodplain Variance Application Form**

This form acts as a cover sheet and shall accompany all requests for a floodplain variance 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: \_\_\_\_\_ Other legal description: \_\_\_\_\_

Geocode : 06 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**4. Specific Standard(s) from which Variance is Sought:**

\_\_\_\_\_

**5. Brief description of project**

Prior to preparing the variance 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 variance being requested.

Eight 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 three mailing labels for each adjoining property owner (including across roads and across watercourses);

A completed [Floodplain Permit Application Form](#) and required supporting materials;

A detailed written description of the variance request(s) with supporting materials, including facts necessitating the variance; and

A written response to the criteria of Section 12.5 of the Floodplain Hazard Management Regulations that references appropriate documentation submitted with the Floodplain Variance application and demonstrates the following factors are considered and incorporated into the design of the use or Artificial Obstruction:

1. The Variance is the minimum allowance necessary, considering the flood hazard, to afford relief from these Regulations;
2. There is a good and sufficient cause for the Variance. Financial hardship is not a good and sufficient cause;
3. Failure to grant the Variance would result in exceptional hardship to the applicant;
4. Granting of a Variance will not result in increased flood heights or flood hazards to existing Buildings, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with other existing local laws or ordinances;
5. The proposed use is adequately floodproofed;
6. Reasonable alternative locations outside the Regulated Flood Hazard Area are not available;
7. An Encroachment does not cause an increase to the Base Flood Elevation that is beyond that allowed in these Regulations unless an Alteration to the Regulated Flood Hazard Area has been approved pursuant to Section 3.3 of these Regulations;
8. The Variance request does not have the effect of allowing Residential Buildings or Non-Residential Buildings in the Floodway, except for Alterations or Substantial Improvement to existing Buildings;
9. The Variance request does not have the effect of allowing residential dwelling(s) to have the Lowest Floor elevation below the Base Flood Elevation, including Basements and attached garages;
10. Any Building with an enclosed area below the Lowest Floor (e.g. Crawlspace) must meet the requirements of Section 7.2.15, Wet Floodproofing; and
11. Besides the Development standard(s) from which the Variance is sought, all other applicable requirements established by these Regulations for issuance of a Floodplain Permit are met, including but not limited to the criteria of Section 10.3.4 and the specific standards of Sections 6 and 7 of these Regulations.

**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)*