

Gallatin County Additional Minimum Submittal Requirements

In addition to the submittal requirements described on the Joint Application form, Gallatin County requires the information described below be provided with applications for floodplain development permits. This is a summary of the submittal requirements described in the Gallatin County Floodplain Regulations. The submittal requirements described below are at the discretion of the Floodplain Administrator, who has discretion waive or modify these requirements for a specific project. **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.**

Requirements for All Permit Applications:

1. Provide a copy of the effective Flood Insurance Rate Map with the project site and the property lines superimposed.
2. A plan-view map showing the nature and details of the proposed project (location on the property, existing and proposed structures, proposed excavation sites, proposed fill sites, location of the stream channel, and location where material will be stored or stockpiled). The plan view map shall either be drawn to scale or have dimensions clearly labeled.
3. Document compliance with the standards found in chapters 5 - 6 of the Floodplain Regulations that apply to the proposed project. Provide specifications for elevating or flood-proofing structures, placement of fill, excavation or grading work, bank stabilization work, routing of utilities, locations for the storage of materials, and other specifications relevant to the proposed project.
4. The following criteria (from Section 4.01.B.1 of the Floodplain Regulations) must be considered for every project requiring a floodplain permit. Applications must include a narrative response to each of the following criteria. Responses should reference the appropriate documentation submitted with the floodplain permit application.
 - 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 materials may be swept onto other lands or downstream to the injury of others;
 - c. the proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions, and whether septic systems will be located to avoid impairment or contamination during flooding;
 - 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 proposed development 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 not subject to Flooding for the proposed use;

- j. the compatibility of the proposed use with existing development and anticipated development in the foreseeable future;
 - k. the relationship of the proposed use to any adopted growth policy or other plans covering the project area;
 - l. the safety of access to 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.
5. Documentation that all other required permits from other regulatory agencies have been obtained.
 6. Application fee: check Planning Department Fee Schedule for current fee.
 7. Mailing labels for all adjoining property owners (including across roads and across watercourses).
 8. For all applications submit 3 copies of the entire application packet. Certain projects may require additional copies of the entire application packet, including digital copies of the hydraulic model.

Other Submittal Requirements That May Apply:

9. A topographic plan-view map of the project area, based on a 1-foot contour interval, with the information described above and additional details relevant to the proposed project (external dimensions of structures, finished grade elevations of streets or roads, well locations, individual sewage treatment and disposal sites, excavation and/or fill quantity estimates, etc.). The topographic plan-view map should delineate the floodplain boundary based on where the Base-Flood-Elevations from the effective flood study intersect natural ground elevations.

NOTE: Unless the Floodplain Administrator has agreed to the use of an arbitrary datum, all elevations and topographic information shall be tied to the datum (with corrected values) used by the effective flood study, with identification of the benchmark(s) used for the survey. All elevations shall be surveyed by a professional engineer or registered land surveyor.

10. For a new building, the topographic plan view map described above should cover the entire property in order to demonstrate the lack of alternative locations not subject to flooding.
11. For a new building or an addition to an existing building, a completed FEMA Elevation Certificate based on construction drawings.
12. Cross-sections of the proposed project that clearly differentiate between existing site conditions and post-project conditions. The location, extent, and number of cross-sections should be discussed with the Floodplain Administrator.
13. A hydraulic model completed by a professional engineer demonstrating the impact of the proposed project on the Base Flood Elevations. For projects in the floodway, a “no-rise” certification signed by the professional engineer should accompany the hydraulic model.
14. 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.