

FLOODPLAIN APPLICATION & PERMITTING CHECKLIST

Applicant/Name: _____

Date Received: _____

Permit Number: _____

1. **Determine if a floodplain application is needed.**
 - a. Is the proposed project within the RFHA/SFHA? In Out
 - b. What Area: Floodway Flood Fringe
 FP W/O Floodway (i.e. Approx A)
 - c. If an application is not needed, document decision. No further action is needed.
 - d. If an application is needed, submit complete Montana Joint Application for Proposed Work in Montana's Stream, Wetlands, Floodplain and other bodies of water. Additional Information is required for the proposed development, use, or artificial obstruction. See application requirements and associated development standards in your City or County Flood Hazard Management Regulations.

2. **Review the application for the following elements:**
 - a. The application is properly filled out.
 - b. The application has an original signature from the property owner/agent.
 - c. The application contains all other applicable permits or a statement that the applicant is working with agencies for final permits.
 - d. The project address, location, and map are clearly defined.
 - e. The project description is clearly defined (specifications for flood-proofing, filling, excavating, grading, riprapping, storage of materials, and location of utilities.)
 - f. The project materials are clearly described and include: size, amount, type, and volume.
 - g. If excavating or demolishing: Where are the materials being disposed?
 - h. Is this a S/I or S/D?

3. **Is the application correct & complete? (Additional information may be requested during the review process.)**
 - a. No— Stop. Floodplain administrator shall provide written notification to the applicant that additional information is required.
Date written notification was given: _____
 - b. Yes - Proceed with review process.
 - c. Conduct first site visit.

4. **Prepare notice that contains the facts pertinent to the Floodplain permit application and allowing at least 15 days for comment.**
 - a. Publish notice at least once in a newspaper of general circulation to the area. (Posting notice)
 - b. Serve notice by first-class mail upon adjacent property owner.
 - c. Send a copy of the notice and application to the DNRC Regional Engineer for review and recommendations.
 - d. If the proposed project contains any alteration or relocation of the watercourse provide notice to DNRC, FEMA, and adjacent communities.

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5. **Additional permit criteria submitted.**
- a. Does the proposed project meet the requirements of the minimum standards and criteria in Sections 7, 9, 10, and other requirements in MT Model Floodplain Regulations?
 - b. Have all other applicable permits been received?
 - c. Conducted site visit.
6. **According to MT Model Floodplain Regulations, several criteria must be considered in deciding whether or not a permit is issued. They are listed below:**
- a. Is a CLOMR needed? Yes No
 - b. Will a No-RISE be needed? Yes No
 - c. Will a LOMR needed? Yes No
 - d. Proposed project meets minimum floodplain development criteria as outlined in the floodplain management ordinance.
 - e. The danger to life and property due to increased flood heights, increased flood water velocities, or alterations in the pattern or flow caused by encroachments.
 - f. The proposed water supply and sanitation systems, if any, and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
 - g. The susceptibility of the proposed facility and its contents to flood damage and the effects of such damage on the individual owner.
 - h. The likelihood that the structure of building will be threatened due to its proximity to the stream or potential lateral movement of the stream.
 - i. The importance of the services provided by the facility to the community.
 - j. The requirement of the facility for waterfront location.
 - k. The availability of alternative locations not subject to flooding for the proposed use.
 - l. The compatibility of the proposed use with existing development and anticipated development in the foreseeable future.
 - m. The relationship of the proposed use to the floodplain management program for the area.
 - n. The safety of access to property in times of flooding for ordinary and emergency services.
 - o. Effect of the property on other properties.
 - p. The effects on water rights-can the landowner obtain water rights?
 - q. The cumulative effect of the proposed project along with other existing projects.
 - r. Make sure all factors are in harmony with the local floodplain ordinance, the purpose of the Montana Floodplain and Floodway Management Act, and the National Flood Insurance Program.
 - s. The construction will not cause undue constriction on the channel or increase to BFE.
 - t. The material on grade on watercourse banks will not cause erosion.
 - u. A professional engineer's or registered architect's design calculations and certification that the proposed activity has been designed to be in compliance with these regulations.

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7. If additional permit criteria is still needed then proceed back to #3.
8. Additional permit criteria has been submitted and is correct and complete.
Date: _____
 If needed, send to planning board.
9. **Approved application.**
- a. Complete permit with finding and fact and permit deadline.
 - b. Send copy of permit to applicant.
 - c. Attach a certificate of compliance and Elevation Certificate Forms for permittee.
 - d. Send copy of permit to the DNRC.
10. **Approved application with conditions.**
- a. Complete permit with conditions. Findings and facts must be included as part of the final permit. (Select appropriate permit conditions, see MT Floodplain Model Section 8.5)
 - b. Sent copy of permit to applicant.
 - c. Attach a certificate of compliance and Elevation Certificate Forms for permittee to complete.
 - d. Send copy of permit to the DNRC.
 - e. Send 2 copies of findings & fact with signature page to permittee. Have them send signed copy back.
11. **Deny Application.**
- a. Send written notification to applicant stating reasons for denial and a copy of a notice of appeal.
 - b. Send copy of written notification to DNRC.
12. **Close out file.**
- a. Applicant has submitted a certificate of compliance, elevation certificate, and other conditions after project was complete.
 - b. Conduct and document final inspection on project and permit conditions.
 - c. All certification, plans, LOMRs, etc. have been filed with the certificate of compliance.
 - d. Keep records of the permitted development.
 - e. Close out file.