

Joint Application For Work in Special Flood Hazard Area



Access the Joint Application and more detailed instructions by visiting:

<http://dnrc.mt.gov/divisions/water/operations/floodplainmanagement/permitting-and-regulations>

or by reaching out to your local Floodplain Administrator.

**Emergency work that is done to immediate threat from flooding is not an exception to this process. Emergency notifications only allow for necessary steps to be taken until permitting can be completed.*

Step 1:

Property owner or applicant identifies property they would like to develop located within (SFHA).

Step 2:

Contact your local Floodplain Administrator to receive a floodplain determination.

(i.e., identify what flood zone/regulations are required)

Step 3:

Fill out Joint Floodplain Permit and submit application along with payment.

Joint Floodplain Permits also need to be sent to the following agencies.

Step 4:

Floodplain administrator should contact the applicant and set up a pre-site evaluation at the project location.

Local Conservation Districts

The Department of Environmental Quality

The Department of Natural Resources and Conservation

The Army Corps of Engineers

Applicant should then submit any of the other permits or permit waivers from the agencies listed above to the Floodplain Administrator.

Step 5:

Floodplain Admin reviews the permit application to determine that it meets the Federal, state, and local regulations.

If the application is insufficient, it is good practice for the FPA to send out a Letter of Insufficiency outlining items that are missing or need to be corrected.

Step 6:

Upon determination of a complete and sufficient application, the FPA will send the application materials to the DNRC Regional Engineers for Technical review.

The DNRC engineers may have comments on the application. The FPA may request the applicant to address the comments and amend the application.

Step 9:

Floodplain Permit will accompany the findings of fact and order, allowing the applicant to begin construction.

Permits are typically good for one year, but may be extended with approval from the FPA.

Step 8:

After comment period, FPA should provide a Findings of Fact and Order, that should include any conditions that are required for the project.

Step 7:

Public Notices will be sent to the adjacent property owners surrounding the subject property and published in a newspaper.

Comment period will be fifteen (15) days.