

# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Application number: \_\_\_\_\_

Application and supplemental materials (**2 copies**) must be submitted with the appropriate fee. Any application materials that are not complete will be returned to the applicant or agent. Submit to: Lake County Planning Department, Lake County Courthouse, 106 Fourth Avenue East, Polson, MT 59860, Phone: (406) 883-7235 Fax: (406) 883-7205.

**\$250 Small-scale project ( $\leq 1,000 \text{ft}^3$  fill or material movement, domestic well, water or utility lines)**

**\$450 Mid-scale project ( $> 1,000 \text{ft}^3$  to  $15,000 \text{ft}^3$  fill or material movement)**

**\$750 Large-scale project ( $> 15,000 \text{ft}^3$  fill or material movement, bridge, levee, channelization, dam, water diversion)**

For other fees (after-the-fact applications, extension of existing permit, floodplain map revision, variance/appeal, 3<sup>rd</sup> party review, etc.) please contact the Planning Dept.

## **1. Landowner Contact Information:**

Name of Landowner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **2. Local Agent/Contractor Contact Information (if applicable)\*:**

Name of Agent/Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Note: If more than one agent/contractor is being used, attach a sheet containing the additional information.

## **3. Correspondence:**

The original Lakeshore Construction Permit to be posted at the project site, and other correspondences should be sent to: 1) Applicant \_\_\_\_ or 2) Local Agent/Contractor \_\_\_\_ (check one)

Note: A copy of the approved permit and other primary correspondence will be sent to the other party.

## **4. Authorization from Landowner (if applicable):**

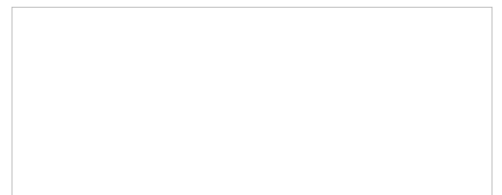
If the person signing the application is not the current landowner of the property where the project will occur, attach a letter to this application from the landowner authorizing the agent/contractor to act on the landowner's behalf in matters related to this proposal including all understandings, certifications and representations made pursuant to this application.

## **5. Project Location/Description:**

Legal Description: \_\_\_\_\_  
Subdivision/COS/other: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Section \_\_\_\_, Township \_\_\_\_ North, Range \_\_\_\_ West Tax ID Number: \_\_\_\_\_  
Geocode: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Subunit: \_\_\_\_\_

## **6. Location Sketch:**

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.



**7. Current Property / Proposal Description:**

- What is the use of the property? Residential /Commercial /Agricultural /Other\_\_\_\_\_ (Circle all that apply)
- Describe the proposed project:

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**8. Other Required Permits:**

A floodplain development permit application shall not be considered complete until all necessary permits have been received from other governmental agencies from which approval is required by Federal or State law (44 CFR 60.3(a)(2)). This includes local and tribal codes.

Are there any other permits required to complete the project? Yes\_\_\_\_\_ No \_\_\_\_\_

If yes, include the name of each permitting agency and the type of permit(s) required below and include a copy of the permits or applications in the Floodplain Development Permit Application packet.

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**9. A detailed site plan, drawn to scale, showing the following:**

- Property boundary lines of the subject property and those in the immediate vicinity of the project.
- Location of all floodplain boundaries in the vicinity of the project as depicted on the floodplain maps, and location of the channel.
- Locations and dimensions of all existing and proposed structures.
- Location and dimensions of all existing and proposed improvements, including driveways, roads, culverts, bridges, ponds, buildings, wells, septic systems and other structures.
- Location of all existing physical features in the vicinity of the project, including ponds, swales, streams, and irrigation ditches.
- Elevation of the project area (utilizing a contour interval appropriate to adequately review the project proposal) and the base flood elevation if known; elevation of the lowest floor including basement or crawl space of proposed structures; and finished grade elevations of streets or roads.
- Location and dimensions of any existing or proposed fill, storage, or materials site(s).

**10. Fill:**

Provide a statement specifying the amount of excavated materials or fill quantity estimates that will be removed or placed within the floodplain, along with supporting calculations. Specifications for all fill material (type, size, etc.) and specifications for storage of fill and excavated materials.

**11. Project specific requirements:**

**A. For a house submit the following:**

- Elevation of the structure including the existing ground elevation at the location of the proposed house and the calculated height of the 100-year floodplain (will need to work with a surveyor to obtain this information)
- Calculations for the amount of fill (in feet/cubic yards) to be placed in the floodplain.  
Residential structures shall be constructed on suitable fill with a permanent foundation such that the lowest floor (including basement) level is two or more feet above the base flood elevation. The suitable fill shall be at a level no lower than the base flood elevation extending 15 feet at that elevation beyond the structure in all directions.
- Specifications for flood proofing the electrical, plumbing, and heating systems
- Specifications for storage of materials.

**B. For any other building submit the following:**

- Drawing of the building
- Statement indicating which of the two development standards will apply:
  - (a) If the structure is designed to allow internal flooding of the lowest floor, use of the floor shall be limited to such uses as parking, loading areas, and storage of equipment or materials not appreciably affected by flood water. Further, the floors and walls shall be designed and constructed of materials resistant to flooding up to an elevation of 2 or more feet above the elevation of the base flood. Structures designed to allow internal flooding shall be designed to equalize hydrostatic flood forces on exterior walls by allowing for the exit and entry of flood waters.
  - (b) Structures whose lowest floors are used for purposes other than parking, loading or storage of materials resistant to flooding shall be flood proofed up to an elevation no lower than 2 feet above the elevation of the base flood. Flood proofing shall include impermeable membranes or materials for floors and walls and watertight enclosures for all windows, doors, and other openings. These structures shall be designed to withstand the hydrostatic pressures and hydrodynamic forces resulting from the base flood
- Specifications for flood proofing the electrical, plumbing, and heating systems
- Specifications for storage of materials.

**C. For a bank stabilization submit:**

- Description of existing conditions
- Historical overview of trends in the river movement; if any
- Description of the problem(s)
- Description of the objectives of the project
- Short description of design alternatives that were considered, if any, but rejected, and an explanation of why each was rejected
- Typical cross-section (based on survey data) of the river from bank to bank, which shows the existing condition, proposed treatment, the height of the 100-year flood event, the base flow elevation, and the bank full elevation
- Longitudinal profile of the river surface and bed in the project area
- Plan view (using an aerial photograph as a base) of the project which shows the beginning and ending points of the treatment and the various types of treatment
- Specifications for the treatment material (type, size, quantities, etc.)
- Calculations to show the proposed project will not raise the elevation of the 100-year floodplain more than 6 inches above the 100-year floodplain elevation as documented on the floodplain maps
- Description of the project implementation (project phases, sediment control, staging area, cleanup, etc.) and specifications for storage of materials.

**D. For a bridge submit:**

- Drawings and specifications for the bridge as certified by a professional engineer
- Calculations for the amount of fill to be placed in the floodplain
- A cross-section at the location of the bridge which shows the existing condition and the elevation of the 100-year flood event
- Specifications for storage of materials.

**E. For a pond submit:**

- Description of existing conditions
- Description of the objectives of the project
- Calculations for the amount of material to be removed from the pond
- Description of where the material will be placed outside the floodplain
- Specifications for storage of materials.

**F. For roads and driveways submit:**

- Description of existing conditions
- Description of the objectives of the project
- Calculations to show the culverts will be large enough to handle the expected flows
- Specifications for storage of materials.

**G. For all other work submit:**

- All information necessary to demonstrate compliance with the Lake County Floodplain Regulations.

**12. Certifications and statements:**

- A professional engineer’s or registered architect’s design calculations and certification that the proposed activity has been designed to be in compliance with the Lake County Floodplain regulations.
- A definitive signed statement from a qualified engineer or individual with floodplain experience that the project can withstand a 100-year flood.
- A definitive signed statement from a qualified engineer or individual with floodplain experience that the project will not adversely affect surrounding land owners upstream, downstream, across stream or adjacent to the proposed project area.
- A definitive signed statement from a qualified engineer or individual with floodplain experience about the ability of this project to withstand the 100-year flood event and what effect this proposed project will have on the 100-year Base Flood Elevations.

I, \_\_\_\_\_, hereby certify that all of the above statements and the statements contained in the documents hereto attached are true and correct to the best of my knowledge and belief. Furthermore, I hereby grant permission to the members of the County Planning Staff, Board of Adjustment, or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction which has or will occur as a result of this application.

Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Incomplete or erroneous applications will be returned to the applicant.**

Contact:  
 Lake County Planning Department  
 106 Fourth Avenue East  
 Polson, MT 59860

Phone: 406-883-7235  
 Fax: 406-883-7205  
 Email: [planning@lakemt.gov](mailto:planning@lakemt.gov)  
<http://www.lakemt.gov/planning/planning.html>