

**FLOODPLAIN ADMINISTRATOR PERMIT REVIEW CHECK LIST
TO BE COMPLETED BY LOCAL FLOODPLAIN ADMINISTRATOR**

***THIS FORM WILL GUIDE YOU THROUGH THE STEPS NEEDED
TO COMPLETE THE PERMIT PROCESS***

Applicants name: _____ Application # _____

Project Location:

Name of stream/water body at location of activity _____

Location ___ 1/4 ___ 1/4 ___ 1/4 Section ___ Township ___ Range ___

The proposed development is in ___ Floodway ___ Floodway Fringe ___ Floodplain with no elevations

The base flood elevation at the project site is _____

PART A CHECKLIST FOR APPLICATION

1. ___ Plans in duplicate drawn to scale (including dimensions) showing the nature, location, and elevation of the lot: existing and proposed structure locations; fill, storage, or materials site; flood-proofing measures; mean sea level elevation of lowest floor including basement or crawl space of proposed structures; location of the channel.
2. ___ A plan view of the proposed development indicating external dimensions of structures, Street or road finished grade elevations, well locations, individual sewage treatment and disposal sites, excavation and/or fill quantity estimates, and site plan and/or construction Plans.
3. ___ Specifications for flood-proofing, filling, excavating, grading, riprapping, storage of materials, and location of utilities.
4. ___ A professional engineers or registered architects design calculations and certification that the proposed activity has been designed to be in compliance with these regulations.
5. ___ _____ (Date) Complete application was received.
6. ___ A notice containing the facts pertinent to the application has been prepared and published at least once in a newspaper of general circulation in the area.
7. ___ Notice has been sent by first class mail to adjacent property owners providing a reasonable period of time for comments to be submitted. (15 days).
8. ___ Notice has been sent to DNRC Floodplain Management Section.

PART B REVIEW OF APPLICATION

According to floodplain regulations, several criteria must be considered in deciding whether or not a permit is issued. They are listed below for your convenience.

- ___ a. Proposed project meets minimum floodplain development criteria as outlined in the floodplain Management Ordinance.
- ___ b. 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.
- ___ c. the proposed water supply and sanitation systems, if any, and the ability of these systems to prevent disease, contamination and unsanitary conditions.

- _____ **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 likelihood that the structure of building will be threatened due to its proximity to the stream or potential lateral movement of the stream.
- _____ **f.** The importance of the services provided by the facility to the community.
- _____ **g.** The requirement of the facility for waterfront location.
- _____ **h.** The availability of alternative locations not subject to flooding for the proposed use.
- _____ **i.** The compatibility of the proposed use with existing development and anticipated development in the foreseeable future.
- _____ **j.** The relationship of the proposed use to the floodplain management program for the area.
- _____ **k.** The safety of access to property in times of flooding for ordinary and emergency services.
- _____ **l.** Effect of the project on other properties.
- _____ **m.** The effects on water right.
- _____ **n.** The cumulative effect of the proposed project along with other existing projects.
- _____ **o.** Make sure all factors are in harmony with the proposes of the Montana Floodplain and Floodway Management act, and the National Flood Insurance Program.
- _____ **p.** The construction will not cause undue constriction on the channel.
- _____ **q.** The material on grade on watercourse banks will not cause erosion.

Once the application has been reviewed and the above criteria has been considered, the application should be either approved or denied within 60 days of receipt of completed application.

IF PERMIT IS DENIED:

- _____ Letter of explanation has been provided to the applicant stating reasons for denial.
- _____ Applicant has been notified of the following options:
- _____ Proposed development may be redesigned to meet required floodplain standards
- _____ Applicant may appeal the administrators decision to the local governing body.
- _____ If you feel the ordinance places an undue hardship on your property, you may request a variance to he ordinance.

IF PERMIT IS ISSUED:

- 9. _____ Permit is issued with list of conditions included or attached.
- 10. _____ For residential/commercial structures, a completed Elevation Certificate (FEMA Form #81-31) has been received.
- 11. _____ The completed project has been inspected for compliance. Date _____
- 12. _____ A complete set of documents pertaining to this development will be attached to the permit and kept on file.
- 13. _____ A copy of the permit has been in to the DNRC in Helena.