

ORDINANCE ADMINISTRATION –

Section 3: Permitting – Forms & Fees

There are various forms and fees associated with the floodplain development permitting process.

3.1 Forms

It is important to ensure all forms and documentation associated with a floodplain permit are completed and submitted.

Flood Plain Permit Application - this is the “Joint Application for Proposed Work in Montana’s Streams, Wetlands, Regulated Flood Hazard Areas, and Other Water Bodies” or other designated form. It should capture the details and location of the proposed floodplain project. Section 7 provides an overview of the permit application process and requirements. Section 8 discusses the local community evaluation of the floodplain permit evaluation.

Floodplain Compliance Report – an applicant must submit this report to the floodplain administrator once a permitted project in a Special Flood Hazard Area is complete, or within the timeframe stipulated on the floodplain permit. The compliance report is a final verification that the development was performed in compliance with the approved floodplain development permit or variance. Required certifications shall be part of the final compliance report:

- *LOMA
- *LOMR-F
- *Elevation Certificate

See Section 8 for additional permit conditions and requirements.

Floodplain Variance Application – an applicant must submit a variance application to the floodplain administrator for review prior to the initiation of a proposed project requiring a variance. See Section 12 for additional information on variance process and procedures.

Floodplain Permit Appeal Form – an applicant must submit a floodplain permit appeal form to the floodplain administrator in the event an applicant is opposed to a floodplain permit decision and wishes to initiate a formal appeal. See Section 13 for additional information on administrative appeals process and procedures.

Floodplain Emergency Notification – “emergency” entails the repair and replacement of significantly or severely damaged development or artificial obstructions in the floodplain, i.e. public transportation facilities, public sewer and water facilities, flood control works, and private projects. Emergency work must adhere to permitting requirements outlined in local community floodplain regulations.

It is important to note that emergency repairs and replacement of significantly damaged public facilities including transportation, sewer, and water; as well as flood control works and private projects are subject to permitting requirements prescribed in local floodplain management ordinances.

Prior to initiating emergency action measures, the property owner or the individual responsible for implementing emergency action activities shall notify the floodplain administrator in addition to submitting an Emergency Notification Form within 5 days of the emergency measures taken.

Unless specified by the local FPA, an individual who has undertaken an emergency action must submit a floodplain permit application within 30 days of the initial emergency measures implemented. The application must describe in detail the action taken during the emergency. Also, the application must account for additional work that could be required to bring the project into compliance with local floodplain regulations.

An individual who has undertaken an emergency action may be required to modify or remove the project in order to achieve compliance with the approved emergency permit conditions.

Official Complaint Form – this may be used by individuals to notify the local floodplain administrator of ongoing activity taking place in the floodplain without a permit signed

by the appropriate signing authority.

****Examples of these forms are included in Appendix ___**

3.2 Fees

Reasonable fees may be assessed for floodplain permit applications, notices, variances, inspections, certification or other administrative actions required by local floodplain management regulations.