



64352 US Hwy 93 Ronan, MT 59864 | [www.lakecountyconservationdistrict.org](http://www.lakecountyconservationdistrict.org) | 406-676-2811 (x102)

### **310-Permit Process Summary**

\*Lake County Conservation District's Adopted Rules for complete information.

1. **A Complete** 310-permit application, including project map, applicant information, and associated drawings and photos, must be submitted to the Lake County Conservation District (LCCD) office no later than **Monday, one week prior** to the Board meetings held on the second Thursday of every month, to be included on the meeting agenda. If the LCCD office is closed, the application will be accepted the next day. **Incomplete applications will not be accepted.**
2. An on-site inspection is scheduled during the initial meeting. **The District recommends you attend the meeting to coordinate the on-site inspection** date and time with the LCCD area Supervisor(s) and Fish, Wildlife & Parks. If not present, you will be contacted and given the on-site inspection information.

A team consisting of an LCCD Supervisor(s), FWP Representative and you (as the Applicant or their Representative) will conduct the on-site inspection. Each team member will complete a Team Member Report form (TMR; attached) with a recommendation to approve, modify, or deny the project based on the on-site inspection. **You must either** 1) waive your participation in this recommendation, 2) sign the form of another team member (LCCD or FWP) indicating your approval of the recommendation, or 3) complete, sign, and submit your own TMR form to LCCD before LCCD takes final action.

**You may waive your participation in the team's recommendation by** either initialing the bottom of a TMR, not participating in the team inspection, or not submitting a TMR within 30 days of the inspection.

3. The Board reviews the application and the TMRs at the next meeting and decides to either approve, approve with modifications, deny, deem not a project, table or withdraw. However, the Board cannot review the application and decide **unless you:** 1) have filed a TMR with the Board or 2) have waived the right to file a TMR.
4. 310-permits are processed upon approval of the application. **Processing can take a minimum of two weeks**, even if the 15-day waiting period is waived. **When you receive the permit package:**
  - **You are required to complete the *310-Permit - Conservation Districts Decision* form and return it to the LCCD office before any work is started. Please post a copy of your permit at the worksite.**
5. When work is completed, **you are required to fill out the *Work Completion* form and return it to the LCCD office.** Even if no work was done, the form must be returned. **A follow-up inspection will be scheduled.**

**\*Please review the Joint Application Form and Directions carefully located [HERE](#)**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Questions? Email [LakeCD@macdnet.org](mailto:LakeCD@macdnet.org)