



64352 US Hwy 93 Ronan, MT 59864 | [www.lakecountyconservationdistrict.org](http://www.lakecountyconservationdistrict.org) | 4066762811 x190

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### **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 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 read the Joint Application Directions carefully located at: <https://lakecountyconservationdistrict.org/wp-content/uploads/sites/20/2021/06/Joint-Application-Direction-Final.pdf> INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Revised: <u>5/12/2021</u> 310 Form 270 and Instructions may be downloaded from: <a href="http://dnrc.mt.gov/licenses-and-permits/stream-permitting">http://dnrc.mt.gov/licenses-and-permits/stream-permitting</a>	<b>CD/AGENCY USE ONLY</b> Application # _____ Date Received _____	
	Date Accepted _____	Initials _____ Date FW: to FWP _____
<i>This space is for all Department of Transportation and SPA 124 permits (government projects).</i>		
Project Name _____	Contract Letting Date _____	
Control Number _____	MEPA/NEPA Compliance <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If yes, #C5 of this application does not apply.</span>	

## JOINT APPLICATION FOR PROPOSED WORK IN MONTANA'S STREAMS, WETLANDS, FLOODPLAINS & OTHER WATER BODIES

**This is a standardized application to apply for one or all local, state, or federal permits listed below.**

- Refer to instructions to determine which permits apply and submit a signed application to each applicable agency.
- Incomplete applications will result in the delay of the application process.
- The applicant is responsible for obtaining all necessary permits and landowner permission before beginning work.
- **Other laws may apply.**

<u>PERMIT</u>	<u>AGENCY</u>	<u>FILL OUT SECTIONS</u>	<u>FEE</u>
310 Permit	Local Conservation District	A - E and G	Inquire locally
SPA 124 Permit	Department of Fish, Wildlife and Parks	A - E and G	No fee
318 Authorization 401 Certification	Department of Environmental Quality	A - E and G	\$250 (318); \$400 - \$20,000 (401)
Navigable Rivers Land Use License, Lease, or Easement	Department of Natural Resources and Conservation, Trust Lands Management Division	A - E and G	\$50, plus additional fee
Section 404 Permit, Section 10 Permit	U. S. Army Corps of Engineers (USACE)	A - G F1-8	Varies (\$0 - \$100)
Floodplain Permit	Local Floodplain Administrator	A - G	Varies by city/county (\$25 - \$500+)

### A. APPLICANT INFORMATION

**APPLICANT NAME** (person responsible for project): \_\_\_\_\_

Has the landowner consented to this project?  Yes  No

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**LANDOWNER NAME** (if different from applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CONTRACTOR/COMPANY NAME** (if applicable): \_\_\_\_\_

**PRIMARY CONTACT NAME:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## B. PROJECT SITE INFORMATION

1. NAME OF **STREAM** or **WATER BODY** at project location \_\_\_\_\_  
Project Address/Location: \_\_\_\_\_ Nearest Town: \_\_\_\_\_  
County: \_\_\_\_\_ Geocode: \_\_\_\_\_  
\_\_\_\_\_ 1/4 of the \_\_\_\_\_ 1/4 of, Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Latitude \_\_\_\_\_ Longitude \_\_\_\_\_ Refer to section B1 in the instructions.
2. Is the proposed activity within **SAGE GROUSE** areas designated as general, connected, or core habitat?  
Yes  No  Attach consultation letter if required. Refer to section B2 in the instructions.
3. Is this a **STATE NAVIGABLE WATERWAY**? The state owns beds of certain navigable waterways.  
Yes  No  If yes, send a copy of this application to the appropriate DNRC land office. Refer to section B3 in the instructions.
4. **WHAT IS THE CURRENT CONDITION** of the proposed project site? Describe the existing bank condition, bank slope, height, nearby structures, and wetlands. What vegetation is present? Refer to section B4 in the instructions.

## C. PROPOSED PROJECT OR ACTIVITY INFORMATION

1. **TYPE OF PROJECT** (check all that apply) Refer to section C1 in the instructions.
  - Agricultural and Irrigation Projects:** Diversions, Headgates, Flumes, Riparian fencing, Ditches, etc.
  - Buildings/Structures:** Accessory Structures, Manufactured Homes, Residential or Commercial Buildings, etc.
  - Channel/Bank Projects:** Stabilization, Restoration, Alteration, Dredging, Fish Habitat, Vegetation or Tree Removal, or any other work that modifies existing channels or banks.
  - Crossings/Roads:** Bridge, Culvert, Fords, Road Work, Temporary Access, or any project that crosses over or under a stream or channel.
  - Mining Projects:** All mining related activity, including; Placer Mining, Aggregate Mining, etc.
  - Recreation related Projects:** Boat Ramps, Docks, Marinas, etc.
  - Other Projects:** Cistern, Debris Removal, Excavation/Pit/Pond, Placement of Fill, drilling or directional boring, Utilities, Wetland Alteration. Other project type not listed here \_\_\_\_\_
2. **IS THIS APPLICATION FOR** an annual maintenance permit?  Yes  No  
(If yes attach annual plan of operation to this application) – Refer to section C2 in the instructions.
3. **WHY IS THIS PROJECT NECESSARY? STATE THE PURPOSE OR GOAL** of the proposed project. Refer to section C3 in the instructions.
4. **PROVIDE A BRIEF DESCRIPTION** of the proposed project plan and how it will be accomplished. Refer to section C4 in the instructions.

5. **WHAT OTHER ALTERNATIVES were considered to accomplish the stated purpose of the project?** Why was the proposed alternative selected? Refer to section C5 in the instructions.

6. **NATURAL RESOURCE BENEFITS OR POTENTIAL IMPACTS.** Please complete the information below to the best of your ability.

\* Explain any temporary or permanent changes in erosion, sedimentation, turbidity, or increases of potential contaminants. What will be done to minimize those impacts?

- Will the project cause temporary or permanent impacts to fish and/or aquatic habitat? What will be done to protect the fisheries?
  
  
  
  
  
  
  
  
  
  
- What will be done to minimize temporary or permanent impacts to the floodplain, wetlands, or riparian habitat?
  
  
  
  
  
  
  
  
  
  
- What efforts will be made to decrease flooding potential upstream and downstream of project?
  
  
  
  
  
  
  
  
  
  
- Explain potential temporary or permanent changes to the water flow or to the bed and banks of the waterbody. What will be done to minimize those changes?
  
  
  
  
  
  
  
  
  
  
- How will existing vegetation be protected and its removal minimized? Explain how the site will be revegetated. Include weed control plans.

## D. CONSTRUCTION DETAILS

- 1. PROPOSED CONSTRUCTION DATES.** Include a project timeline. Start date \_\_\_\_\_  
Finish date \_\_\_\_\_ How long will it take to complete the project? \_\_\_\_\_  
Is any portion of the work already completed?  Yes  No (If yes, describe previously completed work.)  
Refer to section D1 in the instructions.
- 2. PROJECT DIMENSIONS.** Describe length and width of the project. Refer to section D2 in the instructions.
- 3. EQUIPMENT.** List all equipment that will be used for this project. How will the equipment be used on the bank and/or in the water? Note: All equipment used in the water must be clean, drained and dry. Refer to section D3 in the instructions.

Will equipment from out of state be used? YES  NO  UNKNOWN

Will the equipment cross west over the continental divide to the project site? YES  NO  UNKNOWN

Will equipment enter the Flathead Basin? YES  NO  UNKNOWN

- 4. MATERIALS.** Provide the total quantity and source of materials proposed to be used or removed. Note: This may be modified during the permitting process therefore it is **recommended you do not purchase materials until all permits are issued.** List soil/fill type, cubic yards and source, culvert size, rip-rap size, any other materials to be used or removed on the project. Refer to section D4 in the instructions.

Cubic yards/Linear feet

Size and Type

Source

## E. REQUIRED ATTACHMENTS

- 1. PLANS AND/OR DRAWINGS** of the proposed project. **Include:**
- Plan/Aerial view
  - an elevation or cross section view
  - dimensions of the project (height, width, depth in feet)
  - location of storage or stockpile materials dimensions and location of fill or excavation sites
  - drainage facilities
  - location of existing/proposed structures, such as buildings, utilities, roads, or bridges
  - an arrow indicating north
  - Site photos
- 2. ATTACH A VICINITY MAP OR A SKETCH** which includes: The water body where the project is located, roads, tributaries, other landmarks. Place an "X" on the project location. Provide written directions to the site. This is a plan view (looking at the project from above).
- 3. ATTACH ANNUAL PLAN OF OPERATION** if requesting a **Maintenance 310 Permit.**
- 4. ATTACH AQUATIC RESOURCE MAP.** Document the location and boundary of all waters of the U.S. in the project vicinity, including wetlands and other special aquatic sites. Show the location of the ordinary high-water mark of streams or waterbodies. **if requesting a Section 404 or Section 10 Permit.** Ordinary high-water mark delineation included on plan or drawings and/or a separate wetland delineation.

**F. ADDITIONAL INFORMATION FOR U.S. ARMY CORPS OF ENGINEERS (USACE)  
SECTION 404, SECTION 10 AND FLOODPLAIN PERMITS.**

*Section F should only be filled out by those needing Section 404, Section 10, and/or Floodplain permits. Applicants applying for Section 404 and/or Section 10 permits complete F 1- 8. Applicants applying for Floodplain permits, complete all of Section F. Refer to section F in the instructions.*

FOR QUESTIONS RELATING TO SECTION F, QUESTIONS 1-8 PLEASE CONTACT THE USACE BY TELEPHONE AT 406-441-1375 OR BY E-MAIL [MONTANA.REG@USACE.ARMY.MIL](mailto:MONTANA.REG@USACE.ARMY.MIL).

1. Identify the specific **Nationwide Permit(s)** that you want to use to authorize the proposed activity. Refer to section F1 in the instructions.
  
2. Provide the **quantity of materials** proposed to be used in waters of the United States. What is the length and width (or square footage or acreage) of impacts that are occurring within waters of the United States? How many cubic yards of fill material will be placed below the ordinary high-water mark, in a wetland, stream, or other waters of the United States? Note: Delineations are required of wetlands, other special aquatic sites, and other waters, such as lakes and ponds, and perennial, intermittent, and ephemeral streams, on the project site. Refer to section F2 in the instructions.
  
3. How will the proposed project avoid or minimize **impacts to waters of the United States?** Attach additional sheets if necessary. Refer to section F3 in the instructions.
  
4. Will the project impact greater than 0.10-acre of wetland and/or more than 300 linear feet of stream or other waters? If yes, describe how the applicant is going to **compensate (mitigation bank, in-lieu fee program, or permittee responsible)** for these unavoidable impacts to waters of the United States. Refer to section F4 in the instructions.
  
5. Is the activity proposed within any component of the **National Wild and Scenic River System**, or a river that has been officially designated by Congress as a “**study river**”? Refer to section F5 in the instructions.  
 Yes     No
  
6. Does this activity require permission from the USACE because it will alter or temporarily or permanently occupy or use a **USACE authorized civil works project? (Examples include USACE owned levees, Fort Peck Dam, and others)?** Refer to section F6 in the instructions.  
 Yes     No
  
7. List the **ENDANGERED AND THREATENED SPECIES** and **CRITICAL HABITAT(s)** that might be present in the project location. Refer to section F7 in the instructions.
  
8. List any **HISTORIC PROPERTY(S)** that are listed, determined to be eligible or are potentially eligible (over 50 years old) for listing on the National Register of Historic Places.” Refer to section F8 in the instructions.

9. List **all applicable local, state, and federal** permits and indicate whether they were issued, waived, denied, or pending. Note: All required local, state, and federal permits, or proof of waiver must be issued prior to the issuance of a floodplain permit. Refer to section F9 in the instructions.

10. List the **NAMES AND ADDRESSES OF LANDOWNERS** adjacent to the project site. This includes properties adjacent to and across from the project site. (Some floodplain communities require certified adjoining landowner lists).

NAME/ADDRESS OF **Adjacent Landowner:** \_\_\_\_\_

NAME/ADDRESS OF **Adjacent Landowner:** \_\_\_\_\_

NAME/ADDRESS OF **Adjacent Landowner:** \_\_\_\_\_

NAME/ADDRESS OF **Adjacent Landowner:** \_\_\_\_\_

11. **Floodplain Map Number** \_\_\_\_\_ Refer to section F11 in the instructions.

12. Does this project comply with **local planning or zoning regulations**? Refer to section F12 in the instructions.

Yes     No

## G. SIGNATURES/AUTHORIZATIONS

Some agencies require original signatures. **After completing the form**, make the required number of copies and **then sign each copy**. Send the copies with original signatures and additional information required directly to each applicable agency.

The statements contained in this application are true and correct. The applicant possess' the authority to undertake the work described herein or is acting as the duly authorized agent of the landowner. The applicant understands that the granting of a permit does not include landowner permission to access land or construct a project. Inspections of the project site after notice by inspection authorities are hereby authorized. Refer to section G in the instructions.

APPLICANT (Person responsible for project):  
Print Name: \_\_\_\_\_

LANDOWNER:  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Signature of Landowner                      Date

\*CONTRACTOR'S PRIMARY CONTACT (if applicable):  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor/Agent                      Date

\*Contact agency to determine if contractor signature is required.