



133 Interstate Lane, Kalispell, MT 59901 | 406-752-4220 | [www.flatheadcd.org](http://www.flatheadcd.org)

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

*This is an abbreviated summary. See Flathead Conservation District Adopted Rules for complete information.*

1. A **310-Permit Application** (Form 270), including project map, applicant information, and associated drawings and photos, must be submitted to the Flathead Conservation District (FCD) office no later than Monday, **one week prior** to the Board meeting to be included on the meeting agenda. If the FCD 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. **FCD recommends you attend the meeting to coordinate the on-site inspection date and time** with the FCD Supervisor and Fish, Wildlife & Parks Representative. If not present, you will be contacted and given the on-site inspection information.
3. A team consisting of the FCD Supervisor, FWP Representative, and you (as the Applicant or Applicant's Representative) will conduct the on-site inspection. **Each team member will complete a *Team Member Report (TMR; Form 272)* with a recommendation to approve, modify, or deny the project** based on the on-site inspection. **You must either:**
  - a. Sign the form of another team member (FCD or FWP) indicating your approval of the recommendation, **or**
  - b. Complete, sign, and submit your own TMR form to FCD before FCD takes final action, **or**
  - c. Waive your participation in this 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
4. The Board reviews the application and TMRs at the following meeting and makes a decision on the application to either approve, approve with modifications, deny, deem not a project, table, or withdraw. However, the Board cannot review the application and make a decision unless you have filed a TMR or waived the right to file a TMR.
5. 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:
  - a. **You are required to complete the *310-Permit Conservation Districts Decision (Form 273)* and return it to the FCD office before any work is started.** Please post a copy of your permit at the worksite.
6. When work is completed, **you are required to fill out the *Work Completion Form*** and return it to the FCD office. Even if no work was done, the form must be returned. **A follow-up inspection will be scheduled.**