



Lincoln County Planning Department

512 California Ave. | Libby, MT. 59923

(406)283-2309

Website: <http://www.lincolncountymt.us/planning-home>



Checklist and Application for Lincoln County Lakeshore Construction Permit

This checklist is to assure your application is complete so it can be processed promptly. Please use the check boxes next to each item. You will be notified within 5 working days if any key elements are missing. Be reminded that additional information may be required as the application goes through the review process.

You are welcome to schedule an **Informal Project Preview** with the Planning Department prior to submitting an application. This is a free service to ensure projects go as smoothly as possible from the beginning. We are more than happy to discuss your project and provide feedback!

Please check to ensure you have a complete Application for Submittal:

- Lakeshore Review Fee
- Applicant/Landowner(s) Contact Information
- Contractor Contact Information
- Full Project Location/Description
- Location Sketch/Drawing for access to Property
- Current Property / Proposal Description
- Detailed Site Plan
- Cross-Sectional View of Plan
- Info on Other Required Permits
- Landowner Certification

See the department webpage for regulations and other information:
<http://www.lincolncountymt.us/planning-services/lakeshore>



Tip: Plan for at least four (4) weeks of review time before permit is issued. Hopefully, you will get your permit sooner, but four weeks is a good estimate of what to plan for.

**** No Construction may be started until ALL permits are received ****



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PLANNING DEPARTMENT USE ONLY	
Permit Application #	
Date of Pre-Site Visit	
Board Review	
BOCC Review	

LAKESHORE CONSTRUCTION PERMIT APPLICATION

This form must be used for any project occurring within the Lakeshore Protection Zone as defined within the Lakeshore Protection Regulations adopted by Lincoln County. Attach a check covering the appropriate fees from the table below payable to Lincoln COUNTY PLANNING DEPARTMENT and mail the application materials to the address above.

Lakeshore Application Permit	\$250-750*
Application for a Variance	\$150
Extension of an Approved Permit	\$150
After-the-Fact Permit	\$500-1500*
* Fee based on estimated review time and scale of project. This amount will be assessed within 5 working days of submittal date.	

I, _____ the undersigned landowner/contractor, have read and understand the current Lakeshore Protection Regulations for Lincoln County that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the Lakeshore Protection Regulations, as well as all applicable regulations of Lincoln County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lincoln County Planning staff, the Board of Lincoln County Commissioners, and their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

Applicant (Sign & Print Name)

Date

Landowner (Sign & Print Name) * if different than above

Date



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Contractor (Sign & Print Name)

Date

Landowner/Contractor: Check the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal include N/A next to the box to indicate it is not required for your proposal.

Applicant/Landowner Contact Information

Name of Landowner(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Contractor Contact Information (If applicable)

Name of Contractor: _____

Mailing Address: _____

Phone: _____ Email: _____

Full Project Location/Description

Waterway for Proposed Construction: _____ Tax ID: _____

Legal Description: _____

Physical Address (if applicable): _____

Subdivision/COS Other: _____ GeoCode: 56-_____

Location Sketch/Drawing for access to Property (if applicable)

If the property is not addressed or developed, attach a location sketch that is adequate to locate the property & project for a site visit.

Current Property / Proposal Description

What is the property currently used for? Residential Commercial Agricultural RV
 Other: _____

Are there any covenants, deed restrictions, easements or similar encumbrances associated with the property? Yes* No (*If yes, attach copies or provide document numbers.*)

Specify major construction materials (lumber, concrete, stone, etc.) to be used:



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Specify equipment to be used (if applicable):

Specify erosion control measures to be used:

Describe the Project: _____

Detailed Site Plan

Attach a site plan to demonstrate that the proposed project complies with the Lakeshore Protection Regulations. Check the box for each item that has been included on the plan.

- | | |
|---|--|
| <input type="checkbox"/> Annual High Water Mark | <input type="checkbox"/> Annual Low Water Mark |
| <input type="checkbox"/> 20' Lakeshore Zone | <input type="checkbox"/> Dimensions of the Project |
| <input type="checkbox"/> All Existing & Proposed Facilities/Structures | <input type="checkbox"/> Location of any utility lines |
| <input type="checkbox"/> Estimated amounts of dredge/fill material & locations | |
| <input type="checkbox"/> Existing/Proposed vegetation (including what is to be removed) | |
| <input type="checkbox"/> Location of nearby wetland (if applicable) | |

Cross-Sectional View of Plan



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Attach a cross-sectional view of the proposed improvement(s) that shows the elevation of the existing and proposed project. The cross-sectional view must show:

- Annual High Water Mark
- Annual Low Water Mark
- Height/elevation of project in relation to high/low water marks
- Depth of footings, dimensions and any excavation and/or fill material

Info on Other Required Permits

Have you applied for the other possible required permits? Yes No
If so, please list permit #'s or provide copies

- Floodplain Permit #: _____ & FIRM Panel 300157 _____
- 404 (USACE) Permit #: _____
- 318 (DEQ) Permit #: _____

Landowner/Contractor Certification

By affixing my signature hereto, I certify that the information furnished herein is true and correct to the best of my knowledge, and that I am the owner of the premises where the work is to be performed or I am acting as the owner's authorized agent. I understand that the permit issued pursuant to these regulations strictly limits construction to authorized plans on file with Lincoln County and to all conditions of approval attached to the permit. Any changes to the proposed construction, including additional construction, would require additional review and approval by Lincoln County. I further understand that construction shall not commence on the proposed project until the application has been approved, the permit has been issued by Lincoln County.

Applicant (Sign & Print Name)

Date

Landowner (Sign & Print Name)

Date

Contractor (Sign & Print Name)

Date

Incomplete or Erroneous applications will be returned to the applicant



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When determining a timeline for your project, be aware that a permit will typically be issued within four (4) weeks of a complete application being received by the Planning Department if the proposed use and site plans conform to the standards of the Lakeshore Protection Regulations. Following submittal of this application and attached materials, any additional information the Lakeshore Administrator requests to review this proposal must be submitted within 6 months from the date of the original date of the received Lakeshore Construction Application or the applicant may be required to re-apply for a permit. All permits issued as a result of this application shall be good for a construction period of one year. If it is determined that the landowner is diligently working towards project completion and submits the applicable extension fee, a one year extension may be issued.