



Flathead Conservation District
133 Interstate Lane, Kalispell, MT 59901
Phone: 406-752-4220 Fax: 406-752-4077
Web site: www.flatheadcd.org

1. **Complete** 310-permit applications 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 310-meeting agenda. If the FCD office is closed, the application will be accepted the next day. The 310-permit process may take at least 60 days after the complete application is submitted.
2. 310-meetings are held the **2nd Monday** of each month. If the meeting date falls on a holiday, the meeting will be held Tuesday. 310-meetings begin at 7:00 P.M. in the conference room of the USDA building at 133 Interstate Lane, Kalispell. Meetings are open to the public.
3. An on-site inspection is scheduled during the initial 310-meeting. To simplify scheduling, the District recommends applicants attend the 310-meeting to coordinate the on-site inspection date and time with the FCD Supervisor and Fish, Wildlife & Parks (FWP). If the applicant is not present at the meeting, they will be contacted and given the date and time for the on-site inspection.
4. The permit application will be considered at the next 310-meeting following the on-site inspection, where it may be tabled for more information, approved, modified, or denied.
5. Within 15 days of receipt of the 310-Permit, the Applicant must complete, sign and return the "310-Permit - Conservation Districts Decision" form to the FCD office **before** any work can begin.

Work cannot begin until 15 days after the application is approved, unless the 15-day waiting period has been waived. (Day 1 is the Board decision date).

Please note: Even if the 15-day waiting period has been waived, it can take at least two weeks for the 310-permit to be processed after the application is approved.

6. When work has been completed, the Applicant must fill out and return the "Work Completion" form to the FCD. Even if the work was not done, the form must be returned. A follow-up inspection will be scheduled.

The FCD Board of Supervisors advises that **the issuance of a 310-permit does not relieve the parties involved from securing other necessary permits**. Applicants must contact the agencies listed in the application to find out if they do or do not need permits from those agencies also. It is the **landowner's responsibility** to have all necessary permits before proceeding with work. It is the **applicant's responsibility** to have landowner permission before proceeding with work, as the 310-permit does not grant landowner permission.