



Cascade County Public Works

“WORKING TOGETHER TO PROVIDE EFFICIENT AND EFFECTIVE PUBLIC SERVICE”

Elevation Certificate Completion Guide

General Comment:

The latest FEMA Elevation Certificate form must be used. The form can be downloaded directly from the FEMA website (FEMA.gov). All information requested in Section A, B, C, and D should be fully completed (i.e. no information should be left blank). If no data is applicable, use either the number “0” or “N/A” as appropriate for each section. Section D needs to be signed, dated, and sealed by a Montana Licensed Professional Surveyor.

Any development hold placed by the Floodplain Administrator will only be released after construction of the structure is finished and correctly completed and original elevation certificate is submitted and accepted.

Common Errors & Omissions:

- A5.** Longitude and Latitude are required in new elevation certificates. Use either decimal degrees or degrees minutes, seconds format. If decimal degrees are used, provide coordinates to at least 4 decimal places or better. When using degrees, minutes, seconds, provide seconds to at least 1 decimal place or better.
- A7.** There are a total of 10 buildings, please select the most appropriate diagram for the structure.
- A8.** Please provide this information, if applicable. If not, please use “0”. A8-d should be marked with either “yes” or “no”.
- A9.** Please provide this information, if applicable. If not, please use “0”. A9-d should be marked with either “yes” or “no”.
- B1.** The NFIP community name and number should be Cascade County 300008.
- B2.** Please enter “Cascade County – Unincorporated Areas”
- B4.** Map panel numbers for Cascade County begin with the numbers 30013C followed by the panel number.
- B5.** The Cascade County FIRM Panels use the Suffix “E”.
- B6.** FIRM Index Date is 03/19/2013.

Brian K. Clifton, Director
Jim Ekberg, Deputy Director

DIVISIONS

Building Maintenance
Kerry Saunders
415 2nd Ave No, #111
Great Falls, MT 59401
Phone: 406-454-6769

ExpoPark Maintenance
Rick Cole
400 3rd ST NW
Great Falls, MT 59404
Phone: 406-727-8900

Fleet Maintenance
Bob Wilson
279 Vaughn S Frontage Rd
Great Falls, MT 59404
Phone: 406-454-6928
Fax: 406-454-6922

Planning
Susan Conell
121 4th St No, STE 2H/I
Great Falls, MT 59401
Phone: 406-454-6905
Fax: 406-454-6919

Road & Bridge
Rick Schutz
279 Vaughn S Frontage Rd
Great Falls, MT 59404
Phone: 406-454-6913
Fax: 406-454-6910

Weed & Mosquito
Josh Blystone
279 Vaughn S Frontage Rd
Great Falls, MT 59404
Phone: 406-454-6920
Fax: 406-454-6922

Cascade County Public Works Department

- B7.** FIRM Panel Effective Revised Date is 03/19/2013.
- B8.** Cascade County Flood Zones are either "AE," "A," "X," or "D".
- B9.** Please include the BFE to the tenth of a foot.
- B10.** Please indicate if the BFE was determined from the FIRM Panel or the Flood Insurance Rate Profile.
- B11.** All elevation data should be in NAVD 1988.
- B12.** Please answer "yes" or "no".
- C1.** In the event of a structure is constructed with a floodplain permit, floodplain permits will not have final approval until post construction elevation certificates are filed.
- C2.** All elevation data should be in NAVD 1988.
- D.** Please complete Section D with name, etc., including any comments needed at the time.

Brian K. Clifton, Director
Jim Ekberg, Deputy Director
DIVISIONS

Building Maintenance
Kerry Saunders
415 2nd Ave No, #111
Great Falls, MT 59401
Phone: 406-454-6769

ExpoPark Maintenance
Rick Cole
400 3rd ST NW
Great Falls, MT 59404
Phone: 406-727-8900

Fleet Maintenance
Bob Wilson
279 Vaughn S Frontage Rd
Great Falls, MT 59404
Phone: 406-454-6928
Fax: 406-454-6910

Planning
Susan Conell
121 4th St No, STE 2H/I
Great Falls, MT 59401
Phone: 406-454-6905
Fax: 406-454-6919

Road & Bridge
Rick Schutz
279 Vaughn S Frontage Rd
Great Falls, MT 59404
Phone: 406-454-6913
Fax: 406-454-6910

Weed & Mosquito
Josh Blystone
279 Vaughn S Frontage Rd
Great Falls, MT 59404
Phone: 406-454-6920
Fax: 406-454-6922