



CASCADE COUNTY PLANNING DEPARTMENT

“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.

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”.

121 4th St. N, STE 2H/I

Great Falls, MT 59401

Phone: (406)-454-6905 | Fax: 406-454-6919 | Email: planningcomments@casadecountymt.gov

<http://www.casadecountymt.gov/departments/public-works/planning>



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- B6.** FIRM Index Date is 03/19/2013.
- 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.

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