



Flood Plain Development Permit Procedure

Application fee of \$100

A floodplain development permit is required before obtaining any other permit or beginning any work to alter or build in an area of special flood hazard. Applications go to the local Floodplain Administrator and Planning Commission for review and recommendation before consideration by the City Council.

Information and Materials Required:

1. A completed application signed by the property owner(s) and their designee;
2. Scaled and dimensioned site plan including; existing and proposed structure locations and elevations; property boundaries; floodplain and/or floodway boundaries; the location, extent, and elevation of areas of excavation, fill, and grading and/or other pertinent information requested by the Floodplain Administrator. Preparation of the site plan may be required to be produced by a Registered Land Surveyor;
3. Elevation Certificates stamped by a Registered Land Surveyor may be required (an initial certificate based on construction plans and an as-built certificate verifying elevation requirements were met);
4. Other relevant engineering data and certifications may be required by determination of the Floodplain Administrator.

Procedure:

1. Discuss the proposed development with the Floodplain Administrator before applying.
2. Submit the application to the City per the approved submittal schedule.
3. The request is placed on the Planning Commission agenda according to the submittal schedule and formally reviewed by the Floodplain Administrator, who makes a recommendation to the Planning Commission.
4. The Planning Commission reviews and makes its recommendation to City Council.
5. The City Council considers the request and acts to approve, approve with conditions, or deny the permit.

General Criteria:

New construction or substantial improvement of any structure shall have the lowest floor (including the basement floor) elevated at least one (1') foot above the Base Flood Elevation.

Nonresidential structures may be designed and issued a FEMA Flood-proofing Certificate by a Professional Engineer instead of elevating the lowest floor at least one (1') foot above the Base Flood Elevation.

Fully enclosed areas below the lowest floor (including a crawlspace) that are usable solely for parking of vehicles, building access, or storage and which are subject to flooding shall be designed to automatically equalize hydrostatic and hydrodynamic flood forces on exterior walls by allowing for the entry and exit of floodwaters.

Factory-built homes shall be installed on a permanent foundation such that the lowest floor is elevated at least one (1') foot above the Base Flood Elevation and anchored to resist flotation, collapse, or lateral movement.

Floodway Criteria:

Development within the adopted regulatory floodway requires analysis and certification by a Professional Engineer that the proposed encroachment would not increase base flood elevations during the base flood discharge.

Expiration of Floodplain Development Permit:

Floodplain development permits expire in six (6) months if no work has begun and, in all cases, in sixteen (16) months unless an extension has been approved.



Planning Department
 420 Villa Drive, Box Elder, SD 57719
 Phone: 605-923-1404 Fax: 605-923-4264
 This institution is an equal opportunity provider

Application for Planning and Zoning Action

I/We, the undersigned, do hereby submit an application to the City of Box Elder, to take such actions as may be required by the Ordinances of the City of Box Elder, South Dakota to allow the proposed development or action for the property described below:

Application Type:		
Zoning/Land Use	Subdivision	Planned Development
Rezoning	Layout Plan	Initial Plan
Conditional Use Permit	Preliminary Subdivision Plan	Final Plan
Zoning Variance	Minor Plat	Major Amendment
Floodplain Development Permit	Final Plat	Minor Amendment
Grading Permit	Subdivision Variance	
Other:	Vacation of Easement	
	Vacation of ROW/Section Line	
Legal Description:		
Location:		Size:
Request Proposed (attached additional pages if necessary):		

Petitioner/Agent Information

Company: _____
 Name: _____
 Address: _____
 City, State, Zip: _____

Phone: _____
 E-Mail: _____

Property Owner Information

Company: _____
 Name: _____
 Address: _____
 City, State, Zip: _____

Phone: _____
 E-Mail: _____

Acknowledgement – I/We hereby acknowledge that I/we have familiarized ourselves with the rules and regulations to the preparation of this application and the information is true and complete to the best of our knowledge.

Owner

Signature: _____
 Date: _____
 Title: _____
 (Required for Corporations, Partnerships, LLC & Other)

Petitioner/Agent

Signature: _____
 Date: _____
 Title: _____
 (Required for Corporations, Partnerships, LLC & Other)

Office Use Only			
Date Filed:		Invoice #:	
PC Date:		RC Publication Date:	
PC Action:		Signs Placed:	
Council Action:			