



Floodplain Development Permit Checklist

Floodplain Development Permits are required for any proposed development in a regulated floodplain. Applications go before both the Planning Commission and City Council for consideration. Approval of the Floodplain Development Permit by the City Council is required before a related building, moving, or grading permit may be issued.

Required: Upload .pdf documents

- ☐ **Information:** Be able to answer the following questions:
 - Location of the proposed development (address(es) or parcel number(s) from the county):
- ☐ **Site Plan** – plan showing the development or construction site and building placement.
- ☐ **FEMA Elevation Certificate or No-Rise** – Pre-construction Elevation Certificate based on construction drawings or a No-Rise Certificate by a Registered Land Surveyor licensed in South Dakota. **Note:** A Post-construction Elevation Certificate based on finished construction by a Registered Land Surveyor licensed in South Dakota is required before a Certificate of Occupancy may be issued for any building located in the regulated floodplain.
- ☐ **Development Plans** – Building plans for proposed structures and/or grading plans showing proposed ground elevation changes (signed and stamped plans by a Professional Architect or Engineer licensed in South Dakota may be required).
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov to get started.
- ☐ **Application Fee** – \$100 may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.

Optional: Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov and apply for a pre-application meeting.
- ☐ **Vicinity Map** – map of project and surrounding area (may be requested if the location is unclear).
- ☐ **Legal Description List** – list of the legal description(s) of the parcel(s) involved in the request (may be requested if location is unclear).
- ☐ **Landowner’s Authorization** – signed letter from the landowner(s) giving permission for a request to be made by another party on their behalf (may be requested if applicant is not the landowner).
- ☐ **Other Permit Documents** – use this category if there are other materials you want to upload.



Floodplain Development Permit Process

