

# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION PACKET

Prior to beginning any development work in a designated floodplain the developer must apply to the Minnehaha County Planning Department for a floodplain development permit. Development may include activities such as construction or the placement of fill material in the floodplain. All development must meet standards to ensure that flooding is not increased in other areas and must be constructed in a manner that reduces the potential for flood induced damage on the property.

Any new or substantially improved structures must have the lowest floor (including the basement) elevated to or above the base flood elevation (a 100-year flood or a 1% chance of flooding in any particular year). A substantial improvement is one in which the cost of the improvement meets or exceeds 50 percent of the market value of the structure. Any enclosed areas, such as crawl spaces which are located below the flood elevation must be constructed with openings that allow the passage of flood waters through the space. These openings must meet specific standards that minimize the potential for flood damage. The construction must be completed with flood proof materials.

The floodplain is composed of two portions; the base flood area and the floodway. The floodway is that designated area comprising the channel of the stream and the immediate areas where there is the greatest potential of greatly increased flood velocities and the highest risk for severe flooding. The floodway must be reserved in order to ensure

that the flood waters may be properly discharged without increasing the flood elevation on other properties. Any development work to be done in the floodway requires certification by a registered professional engineer that the proposed work will not result in a rise in flood elevation on any other property (no-rise certification).

## APPLICATION REQUIREMENTS

In order to apply for the development permit, the applicant must complete an application form (attached), provide all necessary information and pay the \$50 application fee. At a minimum, the following information must be supplied:

- complete description of the type and extent of the proposed development,
- legal descriptions of the property to be involved in the development and, when applicable, the address of the property,
- an indication of the use for which the property will be used
- complete construction plans and documents, and grading and filling plans,
- when required, include the value of the proposed work
- when required, include proper certification by a registered professional engineer.

## APPROVAL PROCESS

Once approved by the county floodplain administrator, the permit is effective for a period of one year and the approved work must be commenced within that time in order to prevent the permit from expiring.



Administration Building, 3<sup>rd</sup> Floor  
415 N. Dakota Avenue, Sioux Falls, SD 57104

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F: (605)367-4713

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**FLOODPLAIN DEVELOPMENT PERMIT  
APPLICATION CHECKLIST**

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- Complete application form (attached)
- A written narrative describing the proposed development and the use for which the property will be used
- Complete construction plans and grading and filling plans
- Value of the proposed work (when required)
- No-Rise Certification by a registered professional engineer (when required)
- \$50 permit application fee.



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**Minnehaha County Planning & Zoning**

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FORM**

|                        |
|------------------------|
| Application # _____    |
| Date: _____            |
| Filing Fee: \$50 _____ |
| Receipt # _____        |

FILING FEE IS NON-REFUNDABLE

**Site Information:**

Legal Description: \_\_\_\_\_

Property ID#: \_\_\_\_\_ Located in Floodway?:  Yes  No

**Type of Development:**  Dirt Fill  Dredging  Mining  Excavating/Grading  New Construction  
 Improvement to Existing Structure  Other \_\_\_\_\_

What is the use, occupancy, and/or purpose of the proposed development?: \_\_\_\_\_

**Project Values (if improvement to existing structure):**

Approved Value of Existing Structure (i.e. Equalization Value, Professional Appraisal): \$ \_\_\_\_\_

Value of All Previous Work on Existing Structure: \$ \_\_\_\_\_

Value of Proposed Work: \$ \_\_\_\_\_ Note: if the value of proposed work plus the value of all previous work is equal to or greater than 50% of the approved value of the existing structure, then the existing structure will be required to be brought up to the standards required by the Floodplain Ordinance.

**Elevation Information:** Elevation of Base Flood (mean sea level): \_\_\_\_\_

Elevation of development site (mean sea level): \_\_\_\_\_

Lowest Floor Elevation Requirement (mean sea level): \_\_\_\_\_

Elevation Information Prepared By: Name: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

I, the undersigned, agree to comply with all provisions of the Minnehaha County Floodplain Management Ordinance and with all approved plans and specifications accompanying this application. The proposed work is authorized by the property owner and authorization is given to authorized representatives of Minnehaha County to enter the property now and in the future for inspection purposes.

**Applicant:** (print) \_\_\_\_\_

**Title:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Minnehaha County Planning & Zoning**

**FLOODPLAIN DEVELOPMENT PERMIT  
APPLICATION REVIEW FORM (For Office Review)**

Review of Application #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Located at: (address or general location) \_\_\_\_\_

**Approved with conditions below**

Permit Conditions:

- The lowest floor elevation (including basement) of any new or substantially improved building will be elevated to or above the base flood elevation.
- Certification (Post Elevation Certificate) will be provided by a registered engineer, architect, or land surveyor of the "As Built" lowest floor elevation.
- All new or replacement utilities will be designed and located to eliminate flood damage, contamination, and hazards.
- All equipment, material or debris will be anchored or removed prior to any flooding.
- Fully enclosed areas below the lowest floor will be provided with openings designed to equalize hydrostatic flood faces or will be flood-proofed.
- Anchoring to resist flotation, collapse, and lateral movement will be used.
- Other: \_\_\_\_\_

**Denied**

Reasons for Denial: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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