



**FLOODPLAIN DEVELOPMENT  
PERMIT CHECKLIST**  
Community Development Department  
8930 N Government Way, Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) 208-209-2022

Floodplain development is any development which occurs within all special flood hazard areas within the City of Hayden. The special flood hazard areas identified by the Federal Emergency Management Agency (FEMA) in its flood insurance for Kootenai County, Idaho, and its incorporated areas dated May 3, 2010, (with accompanying flood insurance rate maps or digital flood insurance rate maps and other supporting data) are adopted by reference and declared a part of this definition.

**CHECKLIST:** A request is made by submitting the following:

- A written narrative describing the proposed development and usage details of any enclosed areas below the lowest floor.
- Plan (Site or Subdivision) drawn to scale which shall include, but shall not be limited to the following:
  - The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures; utility systems; grading/pavement areas; fill materials; storage areas; drainage facilities; and other development;
  - The boundary of the Special Flood Hazard Area (SFHA) as delineated on the Flood Insurance Rate Map (FIRM) (or other flood map as determined by the City) or a statement that the entire lot is within the SFHA;
  - The flood zone(s) designation as determined on the FIRM or other flood map
- Foundation Plan
- Most recently recorded deed(s)
- Letter of authorization from the owner of record, if different from applicant
- Other Agency Permits (i.e. IDL, IDWR, Army Corp of Engineers, FEMA, etc.)
- Floodproofing Certificate
- Proposed Water Course Alteration or Relocation Map
- No-Rise Certificate
- Elevation Certificate
- Valuation Determination and Cost Estimates

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**NOTE:**

*Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*

**Applying for a PZE Process:** <https://bsaonline.com/?uid=2689>

**STEP 1:** On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

**STEP 2:** Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

**STEP 3:** Select a Property. You can search by Address, Parcel Number, or Owner Name.

**STEP 4: Enter PZE Process Details** Choose Floodplain Development Permit, enter work description, and waterfront details.

**STEP 5: Enter Applicant Info** Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

**STEP 6: Estimate Fees** Click Next. (Fee estimates do not have to be chosen.)

**STEP 7: Attachment** Upload required documents for your PZE Process. Click next.

**STEP 8: Disclaimers** Check accept for each disclaimer. Click submit.

**Successful Permit Application** Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.