

City of Hailey - Design Review Pre-Application

Submittal Date: ____/____/____

Project Name: _____ Parcel No. _____
Legal Description of Property: Subdivision _____ Lot(s) _____, Block _____,
Street Address of Property: _____
Current Zoning of Property: _____ Year of original construction: _____
(Only applicable if property is within the Townsite Overlay)
Existing building gross sq. ft. (if applicable) _____ Proposed addition or new construction sq. ft. _____

Name of Owner of the Property: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____
Email Address: _____

Property Owner Consent:
By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: _____ **Date:** _____

Name of individual to contact on behalf of Trust or LLC (if applicable): _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____
Email Address: _____

Application Contact (if different than above): _____

***Application Contact will be the Planning Department's primary point of contact for questions related to the application.*

Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____
Email Address: _____

Signature: _____ **Date:** _____

See attached checklist for items that must be submitted with this application in order for application to be considered complete. See the applicable Design Review Guidelines, including Townsite Overlay Guidelines if applicable, in Section 6A of the Hailey Zoning Ordinance.

Appeals: Any interested party may appeal in writing any final decision of the Planning and Zoning Administrator, Hearing Examiner, or Commission to the City Council by filing an appeal with the Hailey City Clerk within fifteen (15) days form the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the fifteen (15) day period, the decision shall be deemed final.

FOR CITY USE ONLY Fees: Cost of additional noticing, recording fees, and other direct costs will also be assessed.

- Commercial, Mixed-Use or Multi-Family..... \$ _____
plus \$25 / 1,000 gross square feet..... \$ _____
- OR** Single-Family Dwelling, Duplex or Accessory Structure in Townsite Overlay..... \$ _____
- OR** Retainer.....\$250, \$500 or \$1000 (depending on complexity of project)..... \$ _____
- Publication cost..... \$ 40.00
- Mailing (# of addresses _____) x (. _____ postage + .15 paper, envelope & label) \$ _____
- DO NOT COUNTY DUPLICATES OR CITY OF HAILEY**
- Total Due..... \$ _____

DESIGN REVIEW - CHECKLIST

Project Name: _____

City Use Only -

Certified Compete by: _____

Date: ____/____/____

The following items must be submitted with the application for the application to be considered complete (✓):

- _____ One (1) 24" x 36" set of plans with scale indicated containing the following:
 - _____ Vicinity map showing project location in relationship to adjacent buildings and surrounding area.
 - _____ Site plan showing proposed parking, loading, general circulation, snow storage and parking stall dimensions (**must show** location of adjacent buildings and structures).
 - _____ Total square footage of subject property, including lot dimensions.
 - _____ Building setbacks.
 - _____ Landscape plan
 - _____ Existing tree to be shown as retained/relocated/removed.
 - _____ All proposed species type/size/quantity of each.
 - _____ Drought tolerant and xeriscape species must be identified for at least 50% of landscaped area.
 - _____ Floor plan (include gross square footage for each floor, occupancy classification and type of construction).
 - _____ Detailed elevations showing facade of all sides of proposed building and other exterior elements.
Must show elevation points of record grade. Include notes on colors, materials, dimensions.
 - _____ Colored rendering of at least one side of the proposed building.
 - _____ North point and scale.
 - _____ One (1) 11" x 17" copy of any larger plans/maps
 - _____ PDF files of all required documents and 11" x 17" plans/maps
 - _____ Color photographs of any existing structures on the site.
 - _____ Materials and colors sample board. Each sample approximately 12" x 12"(no larger).
 - _____ Sign Plan (if applicable).
 - _____ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Names and addresses can be obtained using the Blaine County map server <http://maps.co.blaine.id.us/> or from the Blaine County Assessor's office. Assistance can be provided by the Hailey Planning staff upon request.
 - _____ Names and addresses of easement holders within subject property.
 - _____ Other information as required by the Zoning Administrator, Hearing Examiner or Commission.

City Use Only:

- _____ Double check address
- _____ Advise applicant if Lot Line Adjustment is needed
- _____ Check following basic standards:
 - _____ Density
 - _____ Setbacks
 - _____ Height (**plans must show elevation points of record grade**)
 - _____ Lot coverage
 - _____ Floor area
 - _____ Parking (# of spaces)