



# Accessory Dwelling Unit (ADU) 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)

Additional sq. ft. footage to existing building (if applicable) \_\_\_\_\_ Proposed Accessory Dwelling Unit 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, and Accessory Dwelling Unit guidelines.

**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 from 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.*

<input type="checkbox"/> Accessory Dwelling Unit in Townsite Overlay.....	\$ 150.00
<b>OR</b> <input type="checkbox"/> Administrative Design Review .....	\$ 75.00
Publication cost.....	\$ 50.00
Mailing (# of addresses _____) x (. _____ postage + .15 paper, envelope & label) .....	\$ _____
Total Due.....	\$ _____

## Accessory Dwelling Unit (ADU) - CHECKLIST

City Use Only -

Project Name: \_\_\_\_\_

Certified Compete by: \_\_\_\_\_

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

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

### Administrative Design Review

- \_\_\_\_\_ Vicinity map showing project location in relationship to adjacent buildings and surrounding area.
- \_\_\_\_\_ One (1) 11" x 17" copy of any larger plans/maps.
- \_\_\_\_\_ PDF files of all required documents and 11" x 17" plans/maps.
- \_\_\_\_\_ Short-Term and/or Long-Term Occupancy documentation.
- \_\_\_\_\_ Gross Floor Area within the permitted square footage based off lot size or no more than 66% of gross square footage of principal building, whichever is less.
- \_\_\_\_\_ Number of bedrooms shown (Maximum of two).
- \_\_\_\_\_ Outdoor Access (no less than 50 square feet).
- \_\_\_\_\_ Onsite parking.
  - \_\_\_\_\_ 1 parking space per ADU and 2 parking spaces for per single family unit or;
  - \_\_\_\_\_ 2 parking spaces when the primary dwelling is 1000 square feet or less in size and an ADU is onsite;
  - \_\_\_\_\_ Existing parking in excess shall count towards total required parking.
- \_\_\_\_\_ Mitigation of light trespass into residential indoor living areas on adjacent properties (i.e.: fencing, landscaping, screening).
- \_\_\_\_\_ Building setbacks and height.
- \_\_\_\_\_ Total square footage of subject property, including lot dimensions.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Other information as required by the Zoning Administrator, Hearing Examiner or Commission.

### The following items must be submitted, in addition to the items above if a Design Review is required:

- \_\_\_\_\_ Site plan showing proposed parking, loading, general circulation, snow storage and parking stall dimensions (must show location of adjacent buildings and structures).
- \_\_\_\_\_ Staging and Contractor Parking Plan.
- \_\_\_\_\_ Exterior lighting plan (location, type, height, lumen output, luminance levels for area lighting, and spec sheets for fixtures).
- \_\_\_\_\_ Floor plan (include gross square footage for each floor and building, occupancy classification and type of construction).
- \_\_\_\_\_ Drainage plan (grading, catch basins, piping, and dry-wells).
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Idaho licensed architect (plans for single family dwellings may be stamped by an Idaho licensed structural engineer).
- \_\_\_\_\_ North point and scale.
- \_\_\_\_\_ One (1) 11" x 17" copy of any larger plans/maps
- \_\_\_\_\_ One (1) 24" x 36" 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.
- \_\_\_\_\_ For properties located in Airport West, Design Review approval by Airport West Design Board.
- \_\_\_\_\_ Names and addresses of easement holders within subject property.
- \_\_\_\_\_ Other information as required by the Zoning Administrator, Hearing Examiner or Commission:
  - \_\_\_\_\_ Written statement of how each design review standard is met (contact the Planning Coordinator for which set of standards is applicable to your project).

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### 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)