



Application for Accessory Dwelling Units (ADUs) & Tiny Homes on Wheels (THOWs)

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 ADU or THOW sq. ft. _____

Name of Property Owner: _____

(Owner of the parcel or site of the proposed ADU or THOW)

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:** _____

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:** _____

Name of individual to contact on behalf of Trust or LLC (if applicable): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____

Email Address: _____

See attached checklist for items that must be submitted with this application in order for the application to be considered complete. Additional guidelines pertaining to the [Townsite Overlay Zoning District: 17.04M](#); [Accessory Dwelling Units and Tiny Homes on Wheels: Chapter 17.08D](#); and [Design Review: Chapter 17.06](#).

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.*

<input type="checkbox"/> Administrative Design Review	\$ 250.00
Mailing (# of addresses _____) x (. _____ postage + .15 paper, envelope & label)	\$ _____
Total Due.....	\$ _____

Accessory Dwelling Unit (ADU) & Tiny Home on Wheels (THOW) CHECKLIST

City Use Only

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

Certified Complete by: _____

Date: ____/____/____

Accessory Dwelling Units (ADU)

- ____ Vicinity map showing project location in relationship to adjacent buildings and surrounding area.
- ____ Color photographs of any existing structures on site
- ____ Site plan
 - ____ Only one (1) ADU or THOW per lot
 - ____ Outdoor Access (no less than 50 square feet).
 - ____ Onsite parking spaces and dimensions for the primary residence and accessory structure
 - ____ 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.
 - ____ General circulation
 - ____ Snow storage
 - ____ Landscape plan
 - ____ Existing trees to be shown as retained/relocated/removed.
 - ____ All proposed species type/size/quantity of each.
 - ____ Drainage plan (grading, catch basins, piping, and drywells)
 - ____ Staging and Contractor Parking Plan.
- ____ 11" x 17" copies of architectural drawings that show:
 - ____ Gross floor area (permitted by setbacks, lot coverage, and/or 66% of the primary residences' GFA)
 - ____ Number of bedrooms shown (maximum of two)
 - ____ Exterior lighting plan (location, type, height, lumen output, luminance levels for area lighting, and spec. sheets for fixtures)
 - ____ Utilities plan (location and size of water and sewer mains and services, and electric)
 - ____ Detailed elevations showing record grade and facade of all sides, colored rendering of at least one side
- ____ Short-Term and/or Long-Term Occupancy documentation.
- ____ Names and address of adjacent property owners within three hundred (300) feet: <http://maps.co.blaine.id.us/>
- ____ Names and addresses of easement holders within subject property
- ____ PDF files of all required documents

Tiny Homes on Wheels (THOW)

- ____ Vicinity map showing project location in relationship to adjacent buildings and surrounding area.
- ____ Color photographs of any existing structures on site
- ____ Site plan
 - ____ Only one (1) ADU or THOW per lot
 - ____ Outdoor access area of fifty square feet (50 sf)
 - ____ Onsite parking spaces and dimensions for the primary residence and accessory structure
 - ____ Mitigation of light trespass into residential indoor living areas on adjacent properties (i.e.: fencing, landscaping)
 - ____ Building setbacks and height
 - ____ Total square footage of subject property, including lot dimensions
 - ____ General circulation
 - ____ Snow storage
 - ____ Landscape plan
 - ____ Existing trees to be shown as retained/relocated/removed.
 - ____ All proposed species type/size/quantity of each.
- ____ 11" x 17" copies of drawings that show:
 - ____ Footprint of 100-400 square feet
 - ____ Number of bedrooms (maximum of two)
 - ____ Freestanding or removable nature of any exterior attachments
 - ____ Utilities plan (location and size of water and sewer mains and services, and electric)
 - ____ Detailed elevations showing record grade and facade of all sides, colored rendering of at least one side
- ____ Certification of NOAH+ Standard and Hailey Ordinance No. 1320 by the National Organization of Alternative Housing (NOAH)
- ____ Documentation of blocking, anchoring, and skirting
 - ____ Eight (8) blocks: one (1) per corner and two (2) per wheel well
 - ____ Anchored to the ground
 - ____ Only a tongue jack, no other jacks
- ____ Flood Hazard Development Permit Application
 - ____ Base flood elevation (BFE), provided by a professional surveyor
 - ____ Blocking and anchoring two feet (2') above BFE
- ____ Long-Term Occupancy documentation.
- ____ Idaho Transportation Department (ITD) certification, including title and registration or an over legal permit.
- ____ Names and address of adjacent property owners within three hundred (300) feet: <http://maps.co.blaine.id.us/>
- ____ Names and addresses of easement holders within subject property
- ____ Water and Wastewater Permit Application
- ____ Electrical Permit Application through the Idaho Division of Occupational and Professional Licenses (IDOPL)
- ____ PDF files of all required documents

City Use Only: ____ Double check address ____ Advise Applicant if Lot Line Adjustment is needed
____ Check the bulk requirements:

____ Zoning for ADU or THOW
____ Setbacks
____ Height (plans must show record grade)

____ Lot coverage
____ Floor area
____ Parking (# of spaces)