



# 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..... \$ 250.00
- OR**  Single-Family Dwelling, or Duplex in Townsite Overlay..... \$ 250.00
- OR**  Accessory Structure..... \$ 250.00
- OR**  Retainer.....\$250, \$500 or \$1000 (depending on complexity of project) ..... \$ 250.00
- Publication cost..... \$ 50.00
- Mailing (# of addresses \_\_\_\_\_) x (\_\_\_\_\_ postage + .15 paper, envelope & label) ..... \$ \_\_\_\_\_
- 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 (✓):**

- \_\_\_\_\_ The design review application form, including project name and location, and applicant and representative names and contact information.
- \_\_\_\_\_ One (1) eleven inch by seventeen inch (11" x 17") and one electronic copy showing at a minimum the following:
  - \_\_\_\_\_ Vicinity map, to scale, showing the project location in relationship to neighboring buildings and the surrounding area.  
Note: A vicinity map must show location of adjacent buildings and structures.
  - \_\_\_\_\_ Site plan, to scale, showing proposed parking, loading and general circulation.
  - \_\_\_\_\_ One colored rendering of at least one side of the proposed building(s).
  - \_\_\_\_\_ General location of public utilities (survey not required)
- \_\_\_\_\_ 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.

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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)