



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

Submission 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 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.*

Administrative Design Review .....	\$ 275.00
Mailing (# of addresses _____) x (. _____ postage + .15 paper, envelope & label) .....	\$ _____
Total Due.....	\$ _____

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

City Use Only

Certified Compete by:

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

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

## Accessory Dwelling Units (ADU)

- Vicinity map showing project location in relationship to adjacent buildings and surrounding area.
- Only one (1) ADU or THOW per lot
- 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.
- One (1) 11" x 17" copy of any larger plans/maps.
- 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).
- PDF files of all required documents and 11" x 17" plans/maps.
- Short-Term and/or Long-Term Occupancy documentation.
- 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.

## Tiny Homes on Wheels (THOW)

- Vicinity map showing project location in relationship to adjacent buildings and surrounding area.
- Only one (1) ADU or THOW per lot
- Outdoor access area of fifty square feet (50 sf)
- 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.
- One (1) 11" x 17" copy of any larger plans/maps.
- Footprint: 100-400 square feet
- Number of bedrooms shown (Maximum of two).
- Exterior attachments are freestanding or removable.
- 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.
- PDF files of all required documents and 11" x 17" plans/maps.
- Long-Term Occupancy documentation.
- Idaho Transportation Department (ITD) certification, including title and registration or an over legal permit.
- 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 on request.
- Water and Wastewater Permit Application
- Electrical Permit Application through the Idaho Division of Occupational and Professional Licenses (IDOPL)
- 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 the bulk requirements:
  - Zoning for ADU or THOW
  - Setbacks
  - Height (plans must show record grade)
  - Lot coverage
  - Floor area
  - Parking (# of spaces)