



Design Review 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 the application to be considered complete. See the applicable Design Review Guidelines, including Townsite Overlay Guidelines if applicable, in Section 6A of the Hailey Municipal Code.

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"/> Commercial or Mixed-Use	\$ 1,311.00
plus \$61.80 / 1,000 gross square feet.....	\$ _____
<input type="checkbox"/> Development Agreement	\$ 1,622.00
processing expenses exceeding \$1622.25.00.....	\$ _____
OR <input type="checkbox"/> Multi-Family.....	\$ 540.75
plus \$108.15 / additional unit.....	\$ _____
OR <input type="checkbox"/> Single-Family Dwelling or Duplex in Townsite Overlay.....	\$ 309.00
OR <input type="checkbox"/> Accessory Structure in Townsite Overlay, with attached ADUs in Townsite Overlay.....	\$ 289.00
OR <input type="checkbox"/> Accessory Structure in Townsite Overlay, excluding ADUs and THOWs	\$ 283.00
OR <input type="checkbox"/> Retainer.....\$280, \$565 or \$1,030 (depending on complexity of project)	\$ _____
OR <input type="checkbox"/> Modification to DR Approval... (No publication or mailing)	\$ 129.00
OR <input type="checkbox"/> DR Exemption... (No publication or mailing)	\$ 103.00
Publication cost.....	\$ 52.00
Mailing (# of addresses _____) x (. _____ postage + .20 paper, envelope & label)	\$ _____
Total Due.....	\$ _____

DESIGN REVIEW - CHECKLIST

Project Name: _____

City Use Only -

Certified Complete 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.
 - _____ Staging and Contractor Parking Plan.
 - _____ Exterior lighting plan (location, type, height, lumen output, luminance levels for area lighting, and spec sheets for fixtures).
 - _____ Landscape plan
 - _____ Existing trees 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.
 - _____ The location of all street trees, including dimensionally correct locations and sizes of the tree wells with the footprint of the suitable soil, structural soil, or suspended pavement areas. Said exhibit shall include the supporting mathematical calculations. The exhibit shall include a checklist for use during construction inspections, as directed by City Staff.
 - _____ Floor plan (include gross square footage for each floor, occupancy classification and type of construction).
 - _____ Utilities plan (location and size of water and sewer mains and services, gas, electric, TV and phone).
 - _____ Drainage plan (grading, catch basins, piping, and drywells).
 - _____ 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.
 - _____ Plans and drawings for all buildings, except single-family dwellings and accessory structures, shall be prepared and stamped by an Idaho licensed architect.
 - _____ 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 shall be approximately 12" x 12" (no larger).
 - _____ Sign Plan (if applicable).
 - _____ Area Development Plan (required if property owner also owns adjacent parcels).
 - _____ For properties located in Airport West, Design Review approval by Airport West Design Board.
 - _____ 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.
 - _____ 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).

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)