



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 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	\$ 291.00
Mailing (# of addresses _____) x (. _____ postage + .21 paper, envelope & label)	\$ _____
Total Due.....	\$ _____

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

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

City Use Only

Certified Compete by:

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 recommendation: one (1) space per ADU (located onsite).
- ____ 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.
- ____ Number of bedrooms shown (Maximum of two).
- ____ PDF files of all required documents and 11" x 17" plans/maps.
- ____ Long-Term Occupancy documentation (one dwelling unit shall be utilized as a long-term rental – 31 days).
- ____ ADUs shall be subordinate in scale and design to the principal building.
- ____ 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 THOW and 2 parking spaces for per single family unit or,
 - ____ 2 parking spaces when the primary dwelling is 1,000 square feet or less in size and an THOW 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.

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)