

City of Hailey - Design Review Application

Submittal Date: ____/____/____

Project Name: _____
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..... \$ 450.00
plus \$25 / 1,000 gross square feet..... \$ _____
- OR Single-Family Dwelling, Duplex or Accessory Structure in TO..... \$ 250.00
- OR No Substantial Impact..... (Mailing only)..... \$ 75.00
- OR Modification to DR Approval.. (No publication or mailing)..... \$ 50.00
- OR DR Exemption... (No publication or mailing)..... \$ 30.00
- Publication cost..... \$ 40.00
- Mailing (# of addresses _____) x (. _____ postage + .15 paper, envelope & label) \$ _____
- DO NOT COUNTY DUPLICATES OR CITY OF HAILEY*
- Total Due..... \$ _____

DESIGN REVIEW - CHECKLIST

City Use Only -

Project Name: _____

Certified Compete by: _____

Date: ____/____/____

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

- ____ One (1) large 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 tree 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.
- ____ 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 dry-wells).
- ____ 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.
- ____ Idaho licensed architect (plans for single family dwellings may be stamped by an Idaho licensed structural engineer)
- ____ North point and scale.
- ____ Six (6) 11" x 17" copies of any larger plans/maps OR two (2) 11" x 17" copies of any larger plans/maps if project is within the Townsite Overlay.
- ____ 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 approximately 12" x 12".
- ____ Sign Plan (if applicable).
- ____ Area Development Plan (required if property owner also owns adjacent parcels).
- ____ For property 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 upon request.
- ____ Names and addresses of easement holders within subject property.
- ____ Written statement of how each design review standard is met (contact the Planning Department for which set of standards is applicable to your project).
- ____ Other information as required by the P&Z Administrator, Hearing Examiner or Commission.

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)