

**City of Hailey - 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 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 Townsite Overlay..... \$ 250.00
- OR**  Retainer.....\$250, \$500 or \$1000 (depending on complexity of project)..... \$ \_\_\_\_\_
- OR**  Modification to DR Approval... (No publication or mailing)..... \$ 75.00
- OR**  DR Exemption... (No publication or mailing)..... \$ 75.00
- 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

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 (✓):**

- \_\_\_\_\_ 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.
  - \_\_\_\_\_ 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.
  - \_\_\_\_\_ 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 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 upon 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)