

The following items may be required to be submitted for the application to be considered complete:	
<input type="checkbox"/>	Required application fees. See Planning and Zoning Fee Schedule HERE .
<input type="checkbox"/>	Stamped, addressed envelopes and a list of all residences/properties within a 300 ft radius (found on the Blaine County GIS page). Leave return address blank. City may ask for additional notice to be mailed to properties beyond the 300 ft radius or pursue an alternative form of noticing.
<input type="checkbox"/>	One (1) PDF set of plans emailed to cdcouter@sunvalleyidaho.gov (Staff may request printed sets).
<input type="checkbox"/>	Idaho licensed architect, landscape architect, or structural engineer stamp, as appropriate.
<input type="checkbox"/>	Plans shall show the following, at minimum:
	Scale bar.
	North arrow.
	Vicinity map showing project location and adjacent buildings.
	Building footprint, envelope dimensions and relation to property lines (as applicable).
	Site plan showing existing and proposed square footage.
	Roof Plan including roof area in square feet, percentage of roof area between 30-35' above record grade, snow retention, location of vents, chimneys, mechanical flues, ect. & proposed screening.
	For remodels and re-roofs, new and/or replaced roof area in square feet.
	Decks, retaining walls, etc. shown in elevation and sections in detail with measurements.
<input type="checkbox"/>	Landscaping plan; plantings installed/retained/relocated/removed: <ul style="list-style-type: none"> • Details on plant species, sizes upon maturity, and quantities. • Written narrative on irrigation, landscape, and Firewise design and spacing per ORD 578. Refer to Sun Valley Municipal Code Article 9-3-A-F for additional requirements.
<input type="checkbox"/>	Exterior lighting plans. Refer to Sun Valley Municipal Code Article 9-3-B-2 for additional requirements. <ul style="list-style-type: none"> • Existing Inventory (Includes all exterior lighting such as landscaping lights, wall-mounted lights and other, address monument, floodlights, etc.): Plan showing where all exterior lights are located on the parcel (can be added to Site Plan, or can be a separate exhibit). Specification sheets, or photo inventory showing fixture style for all fixture types, and light bulb specs (lumens & color temperature) for all bulbs. (Note: Please contact city staff if you need assistance in preparing the Existing Lighting Inventory) • Proposed Inventory: All fixtures must meet the requirements of Sun Valley Municipal Code Article 9-3-B-2. Plan showing where all exterior lights will be located. Specification sheets, or photo inventory, light bulb specs (lumens and color temperature) for all bulbs.
<input type="checkbox"/>	List/Schedule of proposed exterior building materials.
<input type="checkbox"/>	Other information and materials as requested by the Community Development Department

Required Design Review Findings	
1.	The proposed design is in conformance with the purpose of the zoning district and all dimensional regulations of that district.
2.	The proposed design is in conformance with the standards for design review as set forth in chapter 3, article A of this title.
3.	The proposed design does not significantly impact the natural, scenic character and aesthetic value of hillsides, ridges, ridgelines, ridge tops, knolls, saddles, and summits in the city.
4.	The proposed design is in context and complementary to adjacent properties.
5.	The proposed design is compatible with the community character and scale of the neighborhood.
6.	The proposed design adheres to standards for the protection of health, safety, and general welfare.
7.	The proposed design is of quality architectural character and materials.
8.	The use is not in conflict with the comprehensive plan or other adopted plans, policies, or ordinances of the city.



**NOTICE TO ADJACENT PROPERTY OWNERS OF AN APPLICATION FOR
ADMINISTRATIVE DESIGN REVIEW**

Notice is hereby given that the City of Sun Valley Community Development Department will consider an application submitted by (applicant) _____ for Design Review of (project description) _____

Located at (address) _____

Notice is further given that all interested persons should contact the Community Development Department prior to: _____.

Comments or questions should be directed to the City of Sun Valley Community Development Department at P.O. Box 416, Sun Valley ID 83353 or emailed to cdcounter@sunvalleyidaho.gov. Written comments received prior to the aforementioned date shall be made part of the public record. The application, plans, and supporting documents are on file at City Hall for public inspection during normal City Hall business hours.

By order of the Sun Valley Planning and Zoning Commission.

Notice prepared by: _____; dated this ____ day of _____.

Signature of owner, applicant, or city planner