

The following items may be required to be submitted for the application to be considered complete:
<input type="checkbox"/> Required application fees. See Planning & Zoning Fee schedule here .
<input type="checkbox"/> Stamped, addressed envelopes and a list of all residences/properties within a 300 ft radius. Leave return address blank. City may ask for additional notice to be mailed to properties beyond the 300 ft radius.
<input type="checkbox"/> One (1) PDF set of plans emailed to cdcounter@sunvalleyidaho.gov .
<input type="checkbox"/> One (1) "11x17" size set of plans.
<input type="checkbox"/> Two (2) "D" size set of plans (site, grading/utilities and landscaping plans on separate sheets).
<input type="checkbox"/> For the PZ Commission's Review; submit eight (8) 11"x17" sets of plans once application is certified complete.
<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;
Existing topography survey, slope analysis (applicable when site contains slopes exceeding 25%), elevation certificate showing record grade and site grading plan;
Site plan showing parking, loading, circulation, snow storage calculations, building footprint and relationship to platted building envelope, setbacks, & adjacent private and public streets;
Total square footage of property including lot dimensions;
Building footprint, building envelope dimensions and relation to property lines (as applicable);
Construction management plan, including staging and contractor parking plan;
Floor plan with gross square footage per floor, occupancy classification, and type of construction;
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, etc. & proposed screening;
Decks, retaining walls, etc. shown in elevation and sections in detail.
Landscaping plan with irrigation calculations, existing trees to be retained/relocated/removed and proposed planting locations, species, sizes, and quantities.
Exterior lighting plan with lumen allowance calculations, location, height, color temperature, and fixture spec sheets. Refer to Sun Valley Municipal Code Article 9-3-B-2 for additional requirements.
Detailed elevations showing all sides of proposed elements façade and maximum height.
Color rendering of at least one prominent side of the proposed building & materials board.
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 OF PUBLIC HEARING

Notice is hereby given that on Thursday, _____, at 9AM at the City Hall Council Chambers, 81 Elkhorn Road, Sun Valley, ID, the Sun Valley Planning and Zoning Commission will hold a public hearing to consider an application submitted by (applicant) _____ for Design Review of (project description) _____

Located at (address) _____

Notice is further given that at the aforementioned time and place, all interested persons may appear and shall be given an opportunity to comment on the matter stated above. If you require special accommodation, please contact the Community Development Department at least 5 days prior to the date of the hearing at (208)622-4438.

Comments or questions prior to the public meeting 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 meeting shall be made part of the public record at the meeting. An 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



**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 cdcouter@sunvalleyidaho.gov. Written comments received prior to the aforementioned date shall be made part of the public record. An 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