



**CITY OF EAGLE**

660 E. Civic Lane, Eagle, ID 83616  
Phone#: (208) 939-0227 Fax: (208) 938-3854

# Design Review Sign Application

FILE NO.:	_____	FEE:	_____
CROSS REF. FILES:	_____		

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Owner     Purchaser     Tenant    EMAIL: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

\_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_

*(if different from above):*

REPRESENTATIVE ADDRESS: \_\_\_\_\_

REPRESENTATIVE EMAIL: \_\_\_\_\_

ADDRESS AND LOCATION OF SITE: \_\_\_\_\_

**MASTER SIGN PLAN**

**SINGLE TENANT SIGNAGE**

This DR SIGN application is a request to construct, add or change the following: (Briefly explain the nature of the request.)

\_\_\_\_\_

\_\_\_\_\_

DESIGN REVIEW OVERLAY DISTRICT: DDA \_\_\_\_ TDA \_\_\_\_ CEDA \_\_\_\_ DSDA \_\_\_\_ No Overlay \_\_\_\_.

### Monument Sign

Sign Data	Proposed
Sign Dimensions (including base)	
Area of Signage	
Illumination style & wattage of bulbs	
Proposed Hours of Illumination	
Sign Landscaping	
Proposed Sign Construction Materials	

### Building Wall Sign

Sign Data	Proposed
Sign Dimensions	
Area of Signage	
Illumination style & wattage of bulbs	
Proposed Hours of Illumination	
Proposed Sign Construction Materials	

Applicant  
Use

Staff  
Use

1.  Date of pre-application meeting: \_\_\_\_\_ **Note:** Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the cut-off date and receipt of this application. (Application timelines are available in the Planning and Zoning Department or on-line at [cityofeagle.org](http://cityofeagle.org)).
2.  A complete Design Review Sign Application form (it is the applicant's responsibility to use a current application). Application shall be submitted single sided, double sided application will not be accepted.
3.  Detailed letter of explanation or justification for the application, describing the project and design elements, and how the project complies with the Design Review standards and the Eagle Architecture and Site Design book.
4.  One (1) vicinity map (8 ½" x 11") at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
5.  Copy of Deed; and, if the applicant is not the owner, an **original** notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.

6.  Detailed elevations, landscaping (as required around the base of a monument sign) and method of illumination (include detail specifications). Provide night views of all building and monument signs with proposed method of illumination.

One (1) of each plan (elevation and landscape plan) is required to be submitted in the following plan sizes:

FOURTEEN (14) 11" x 17" TO SCALE (**Arranged in complete plan sets & folded**)

FOURTEEN (14) 11" x 17" color rendering of each proposed sign

ONE (1) 8½" x 11" REDUCTIONS

7.  Sign material samples showing types, colors, textures, etc. shall be brought to the Design Review Board meeting. Samples should be no larger than 4"x 4".

8.  Any additional information to aid in understanding the project.

**IF THE CITY, THE ZONING ADMINISTRATOR, THE DESIGN REVIEW BOARD AND/OR THE CITY COUNCIL DETERMINE THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND/OR IF OTHER UNFORESEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RESCHEDULED BY THE CITY.**

**APPLICANT/REPRESENTATIVE MUST ATTEND THE DESIGN REVIEW BOARD MEETING AND CITY COUNCIL MEETING.**

Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

**NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.**

**The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this Design Review Sign application does hereby release and indemnify and hold harmless the City of Eagle from any and all claims, cost, damages, etc., from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to, central water service, sanitary sewer service, access to public roads and fire protection. "Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."**

Signature of Applicant/Representative \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of Applicant/Representative \_\_\_\_\_ Date: \_\_\_\_\_

City staff comments: \_\_\_\_\_

Signature of receipt by City staff \_\_\_\_\_ Date: \_\_\_\_\_