



Design Review Process

All the information in this packet is subject to change. The process is different for each situation, this is just a very simplified version of a typical example. If you have specific questions about your Design Review Process, contact the Planning and Zoning Department.

WHEN WOULD YOU NEED DESIGN REVIEW?

- If there will be revisions to an existing commercial or multi-unit residential building's exterior elevations, landscaping, site, or signage in any zone.

OR

- If there will be new construction of a commercial building, landscaping, or signage in any zone.

OR

- Construction of two (2) or more residential units.

OR

- Residential in the Central Business District (CBD).

The Economic Development Department serves as your initial point of contact and will assist you through the process.

Contact Information:

- o Email: economicdevelopment@cityofeagle.org
- o Call: Robin Collins (208-489-8755) or Katie Wright (208-489-8780)

BEFORE CONTINUING WITH THE DESIGN REVIEW PROCESS

To find out what uses are permitted/conditional/prohibited within the zone:

- Go to [Eagle City Code 8-2-3](#)
- Scroll until you find your desired use, then use the table to see if the use is permitted (P) or conditional (C) in the zone of your parcel. If there is not a P or C, the use is prohibited on that zone.

***If the zoning includes “-DA”, you will need to check the development agreement for permitted uses. See the following link to find them. This is not included in the City Code. * [City of Eagle Development Agreements](#)**

- If your property needs a rezone, refer to the [Rezone Application](#) and contact P&Z to schedule a pre-application meeting.
- If the desired use is conditional on the property, refer to the [Conditional Use Application](#) before continuing.

IF DESIRED USE IS PERMITTED:

- Contact the [Planning & Zoning Department](#) to set up a design review pre-application meeting. Be prepared with the address of the property.
 - o Email: [Planning & Zoning](#).
 - o Call: 208-939-0227
- Pre-application meeting
 - o Schedule this before you get too far in your process and have a basic idea of what you are going to be doing.
 - o Discuss the changes to the building or site or the new building that the applicant wants to construct.
 - o Determine whether the application will be processed at an administrative level or Board Level (DR).
 - This will be determined based on the level of changes being proposed to the size/lot/building. The ultimate decision is determined by the Zoning Administrator.
- Submit the Design Review Application to the Planning & Zoning Department
 - o [Design Review Application](#)
 - o [Design Review: Sign Application](#)
 - o [Design Review: Staff Level Sign Application](#)
- **If the application stays at staff level:**
 - o The Planning and Zoning staff will review the application.
 - In approximately 3-4 weeks (this time includes the 10-day appeal process), the applicant will receive a conditional approval or receive a denial.
 - If given conditional approval the applicant must comply with the conditions of approval.
 - If denied, the process does not move forward.
 - If the applicant chooses to appeal the conditions or denial, there is a 10-day window in which those must be appealed. [Design Review Appeal Application](#)
- **If the application goes to the Design Review Board:**
 - o Approximately 35 days after submittal there will be a Design Review Board meeting where the application will be reviewed, and the Board will make recommendations or continue the item.
 - o Two (2) weeks after the application has been acted on by the Board, there will be a second Design Review meeting where the Findings will be approved or denied.
 - o If the Findings are approved, the application will go to the next City Council meeting where City Council will make a final decision.
 - If approved, the applicant must comply with the conditions that the City Council approves.

- If denied, the process does not move forward.

ONCE THE APPLICANT IS APPROVED AND HAS COMPLIED WITH THE CONDITIONS:

- A zoning certificate will be issued.
 - This is required to submit a [building permit application](#).
 - Other building department Information. [Commercial Building & Tenant Improvement](#)
- Submit Building plans
 - [New Buildings and Additions Requirements](#)
 - Must be submitted to:
 - One (1) complete set of plans to Eagle Sewer District (proof of payment/exemption required)
 - One (1) complete set of plans to Ada County Highway District (ACHD Impact Fee Certificate/Letter of Exemption required)
 - One (1) complete set of plans to Eagle Fire Department
 - Contact Central Health District to find out if they require a set of plans.
- There will be a pre-construction meeting with the Building Department.
 - For info on the pre-construction meeting, [click here](#).
- Building permit is issued.
- Build and landscape the site.
- Once construction is complete, applicant will need to request a final inspection from Planning and Zoning. See page nine (10) of this packet.
- Obtain all sign offs required on the Occupancy Permit form prior to a Building Department final inspection.
 - **DISCLAIMER:** Other departments may also require final inspections.
 - For more information on the Building Permit Process. [Commercial Building & Tenant Improvement | Eagle, ID \(cityofeagle.org\)](#)

RESOURCES TO HELP YOU THROUGH THE DESIGN REVIEW APPLICATION PROCESS:

- The address of your property
- The zone of your property: Contact the [Planning & Zoning Department](#)
- The uses of the property (based on the zone): [Eagle City Code: 8-2-3](#)
- If your property is in the Central Business District: Map is on the last 2 pages of the [Eagle Architectural and Design Book](#)
 - Additional information can be found: [Eagle City Code 8-2A-5](#)
- When you will need a Master Sign Plan with your Design Review Sign Application: [Eagle City Code: 8-2A-8](#)
- The Building Height and Lot Requirement Regulations: [Eagle City Code: 8-2-4](#)