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

Design Review Application

Please call prior to submittal meeting to determine applicable fees

FILE NO.:		FEE:	
CROSS REF. FILES:			

APPLICANT: _____ PHONE: _____

☐ Owner ☐ Purchaser ☐ Tenant

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER EMAIL: _____

ENGINEER: _____ PHONE: _____

ENGINEER ADDRESS: _____

_____

ENGINEER EMAIL: _____

REPRESENTED BY
(IF DIFFERENT FROM ABOVE): _____ PHONE: _____

REPRESENTATIVE ADDRESS: _____

_____

REPRESENTATIVE EMAIL: _____

ADDRESS & LOCATION OF SITE: _____

☐ **BUILDING DESIGN REVIEW** ☐ **SUBDIVISION / COMMON AREA LANDSCAPE**

☐ **DESIGN REVIEW MODIFICATION** ☐ **STAFF LEVEL APPLICATION**

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

_____

_____

1. Size of Property: _____-Square Feet; _____-Acres

2. This property is located within DR Overlay District:

DDA_____, TDA_____, CEDA_____, DSDA_____, No Overlay_____

3. Current Use: _____

_____

_____

4. How are the adjoining properties used?

North:_____

South:_____

East:_____

West:_____

5. Is the project intended to be phased? Please explain:_____

_____

_____

6. Number and Use of All Structures:_____

_____

_____

7. Square Footage of Proposed Structures or Additions:

Floors **Gross Sq. Ft.** _____

1st _____

2nd _____

3rd _____

Other: _____

8. Square Footage of Existing Structures to Remain:

Floors **Gross Sq. Ft.**_____

1st _____

2nd _____

3rd _____

Other: _____

9. Building heights: _____ Number of Stories:_____

Lot Coverage:_____%

10. Size of Residential Units (if applicable):

Number of Units		**Sq.Ft. per Unit**		**Total Square Feet**
Studio _____	x	_____	_____=	_____
One-bedroom Units _____	x	_____	_____=	_____
Two-bedroom Units _____	x	_____	_____=	_____
Three-bedroom Units _____	x	_____	_____=	_____

11. Exterior Building Materials & Colors: [This section must be completed in compliance with Eagle City Code Section 8-2A-6(B)]

Material: **Color:**

Roof: _____ _____

Walls (State percentage of wall coverage for each material below for each façade):

Elevation:

	Color:	Materials:	%:
Wood:			
EIFS:			
Masonry:			
Smooth Face Block:			
Windows/Doors:			
Fascia, Trim, Etc.			
Other Material(s) – List all:			
Other:			

Elevation:

	Color:	Materials:	%:
Wood:			
EIFS:			
Masonry:			
Smooth Face Block:			
Windows/Doors:			
Fascia, Trim, Etc.			
Other Material(s) – List all:			
Other:			

Elevation:

	Color:	Materials:	%:
Wood:			
EIFS:			
Masonry:			
Smooth Face Block:			
Windows/Doors:			
Fascia, Trim, Etc.			
Other Material(s) – List all:			
Other:			

Elevation:

	Color:	Materials:	%:
Wood:			
EIFS:			
Masonry:			
Smooth Face Block:			

Windows/Doors:			
Fascia, Trim, Etc.			
Other Material(s) – List all:			
Other:			

12. Mechanical Units: _____

    Location of Units: _____

    Type/Height: _____

    Proposed Screening Method: _____

13. Trash Enclosure (size, location, screening, & construction materials): _____

    _____

14. Are there any irrigation ditches/canals on the property or adjacent to it? _____

    If yes, what is their location and size? _____

    _____

15. Fencing - (Proposed or Existing to Remain): _____

    Type: _____

    Size: _____

    Location: _____

16. Drainage: _____

    Proposed Method of On-site Retention: _____

    _____

17. Percentage of Site Devoted to Building Coverage: _____

    Percentage of Site Devoted to Landscaping:_____, Square Footage:_____

    Percentage of Site Devoted to Paving:_____, Square Footage:_____

    Percentage of Site Devoted to Other Uses: _____, Describe:_____

    Percentage of landscaping within interior of parking lot _____ ECC Section 8-2A-7 (K)(4)).

18. Square Footage of Landscaped Areas within Public Right-of-way:_____ Square Foot

19. Are there any prominent trees or areas of vegetation on the property? If yes, what type, size and the general location?

    _____

    _____

20. Loading Facilities

    Number & Size:_____

    _____

    Screening:_____

    _____

21. Pedestrian Amenities_____

    _____

22. Setbacks of the proposed building:

    Front_____-feet Rear_____-feet Side_____-feet Side_____-feet

    Other Information:_____

23. Parking Requirements:

Total Number of Spaces Proposed:_____Width of Spaces: _____ Length of Spaces:_____

Total Number of Compact Spaces: _____ Width of Spaces: _____ Length of Spaces: _____

24. a. Is any portion of the property located in a Floodway or 100-year Floodplain? Yes___ No____

(If yes, you must submit a Floodplain Development Permit Application with this DR application.)

b. Does any portion of the property have slopes in excess of 15 percent? Yes____ No____

(If yes, you must submit a hillside application with this DR application.)

Application Submittal Requirements

	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).	☐
2.	☐	A complete Design Review Application form (it is the applicant's responsibility to use a current application).	☐
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. Fully explain and describe how the building's architecture complies with one of the nine architecture themes within the EASD.	☐

A written statement addressing each issue below in the order outlined "A" through "I". The applicant shall address how the design review:

A. Will function in conformance with the applicable strategies of the Eagle comprehensive plan and is in accordance with the regulations of this code;

B. Is of a scale, intensity, and character that is in harmony with existing conforming and planned development in the vicinity of the site;

C. Is designed with adequate off street parking facilities in such a way as to not interfere with ingress/egress to the site and will serve the intended use so as to not cause conflict with adjacent uses as anticipated within the zoning district;

D. Will not interfere with the visual character, quality, or appearance of the surrounding area and city, and where possible, enhance the continuity of thematically common architectural features;

E. Will have facades, features, and other physical improvements that are designed as a whole, when viewed alone as well as in relationship to surrounding buildings and settings;

F. Will not obstruct views and vistas as they pertain to the urban environment and in relation to artistic considerations;

G. Will provide safe and convenient access to the property for both vehicles and pedestrians through patterned traffic circulation and connectivity to abutting development;

H. Is in the interest of public health, safety, and general welfare promoting a pedestrian friendly and walkable environment in balance with protecting a viable commercial center in the area; and

I. Will have signs, if proposed, that are harmonious with the architectural design of the building and adjacent buildings, and will not cover or detract from desirable architectural features.

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.	☐	One (1) 8 ½" x 11" colored aerial photos depicting proposed site, street names, and surrounding area within five-hundred feet (500"). The purpose of these photos is to view the site for existing features and adjacent sites.	☐

6. ☐ 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. ☐

7. ☐ Detailed site, landscape, elevation, and floor plan(s) to scale. (No smaller than 1"=30', unless otherwise approved.) One of each plan (site, landscape, elevation, and floor plan) is required to be submitted in the following plan sizes: ☐

THREE (3) 24" X 36" TO SCALE COPIES (**Arranged in complete plan sets & folded)**

EIGHT (8) 11" X 17" REDUCTIONS (**Arranged in complete plan sets & folded**)

EIGHT (8) 11" X 17" REDUCTION - Colored copies of all proposed building materials indicating where each material and color is to be located.

ONE (1) 8 ½" x 11" REDUCTIONS

Building plans shall be prepared by or under the responsible control of a licensed architect, unless exempted under Idaho Code, section 54-309(2), with said plans to be duly stamped to clearly identify the preparer.

Landscape and streetscape plans shall be prepared by or under the responsible control of a licensed landscape architect with said plans to be duly stamped to clearly identify the preparer.

Site Plan shall include the following information:

a. North arrow, scale of drawing, property lines, name of plan preparer, and date.
b. Proposed structures.
c. Existing trees and structures. Identify those which are proposed to be relocated or removed.
d. On-site and adjoining streets, alleys, private drives and rights-of-way.
e. Drainage with proposed on-site retention.
f. Locations of public restrooms, if applicable.
g. Existing/proposed utility service and any above-ground utility structures.
h. Locations and widths of easements, canals and ditches.
i. Locations and dimensions of off-street parking and loading facilities.
j. Locations and sizes of any loading areas, docks, ramps, and vehicle storage or service areas.
k. Trash storage areas and exterior mechanical equipment, with proposed screening method.
l. Sign locations (**a separate sign application must be submitted with this application**).
m. On-site circulation plan for motor vehicles, pedestrians, and bicycles.
n. Locations and uses of open spaces.
o. Locations, types and sizes of sound and sight buffers.
p. Parking layout including spaces, driveways, curb cuts, circulation patterns and pedestrian walks.
q. Locations of subdivision lines.
r. Illustration that adequate sight distance is provided for motor vehicles, pedestrians and bicycles.

Landscape and Streetscape Plan shall include the following:

a. Boundaries, property lines and dimensions.
b. Type and location of all plant materials and other ground covers. Plant lists to include botanical and common name, quantity, spacing and sizes of all proposed landscape materials at the time of planting, and at maturity.
c. Existing vegetation, including all existing trees, identified by species and size.
d. Method of irrigation.
e. Location, description, materials, and cross-sections through areas of special features, including berming, retaining walls, hedges, fences, fountains, street furniture, etc.
f. Existing/proposed utility service and any above-ground utility structures and power lines.

Building elevation drawings shall include the following:

a. Detailed elevation plans of each side of any proposed building(s) or addition(s). Please note the elevations with north, south, east, and west.
b. Screening/treatment of mechanical equipment. A cross section of the building showing any roof top mechanical units in relation to the parapet or mansard roof shall be provided.
c. Detailed elevation plans showing the materials to be used in the construction of the trash enclosure.

Floor plans shall include the following:

a. Size and types of interior spaces.

Lighting plans shall include the following:

a. Exterior lighting including detailed cut sheets and photometric plan (pedestrian, vehicle, security, decoration).
b. Types and wattage of all light bulbs.

Roof plans shall include the following:

a. Size and location of all roof top mechanical units.

8. ☐ A colored rendering and material samples board specifically noting where each color and material is to be located is required to be brought to the Design Review Board meeting. Site, landscape, elevation, floor plans, the colored rendering, and material samples board shall be submitted to the City electronically at the time of submittal. ☐

9. ☐ Photographs of the site and adjacent and nearby properties, to street intersections. The purpose of these photos is to view the site for existing features and adjacent sites. ☐

10. ☐ A Design Review Sign application is required to be submitted with this application for any proposed signs. ☐

11. ☐ 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 UNFORSEEN 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.

The Ada County Highway District may also conduct public meetings regarding this application. If you have questions about the meeting date or the traffic that this development may generate or the impact of that traffic on streets in the area, please contact the Ada County Highway District at 387-6170. In order to expedite your request, please have ready the file number indicated in this notice.

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 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_____Date_____

Printed name of Applicant/Representative_____Date_____

City staff comments:_____

Signature of receipt by City Staff_____Date_____