

The City of Sun Valley Community Development Department has revised all land planning applications.

If you're considering making an application with the City, please contact us prior to submitting your application to review the required submittal materials and answer any questions. The City takes pride in providing professional and responsive customer service and will be happy to assist you to make the planning process as smooth as possible.

In addition to a variety of required submittal materials, a **Public Notice** for each type of land use application is attached and a signature by the applicant is required on the notice. The applicant can obtain the addresses for all property owners within 300 feet of the exterior boundaries of the subject property by visiting Blaine County's website at <http://maps.co.blaine.id.us>.

**CITY OF SUN VALLEY  
DESIGN REVIEW APPLICATION**

File No. DR-\_\_\_\_\_ Submittal Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee \_\_\_\_\_

**Project Name** \_\_\_\_\_

Legal Description of Property: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Existing Building gross sq. ft. (if applicable) \_\_\_\_\_ Proposed addition or new construction sq. ft. \_\_\_\_\_

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**Name of Owner of Property:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner Consent:**

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: \_\_\_\_\_

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**Application Contact** (if different than above): \_\_\_\_\_

*\*\*Contact will be the primary point of contact for questions related to the application.*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Description of Project:**

**See reverse page for items that must be submitted in order for the application to be considered complete.**

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**Action Taken:**    \_\_\_Approved    \_\_\_Denied    \_\_\_Conditionally Approved    \_\_\_Other

**DESIGN REVIEW CHECKLIST**

File Number: DR - \_\_\_\_\_

Project Name: \_\_\_\_\_

Certified Complete by: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**The following items must be submitted with the application for the application to be considered complete.**

- \_\_\_ Three (3) "D" size sets of plans (site, grading/utilities and landscaping plans on separate sheets).
- \_\_\_ Six 11" x 17" copies of plans/maps (only if project is reviewed by the Planning and Zoning Commission).
- \_\_\_ PDF files of all plans/maps on a CD.
- \_\_\_ Required application fees.
- \_\_\_ Stamped, addressed envelopes to all adjoining with a list containing same. The City may ask for additional notice to be mailed to properties beyond the 300 foot radius.
- \_\_\_ Idaho licensed architect or Idaho licensed structural engineer stamp.

**The plans shall have a north point and scale and contain the following information:**

- \_\_\_ Vicinity Map showing project location and adjacent buildings.
- \_\_\_ Existing topography survey, elevation certificate showing record grade and site grading plan.
- \_\_\_ Site plan showing proposed parking, loading and circulation, snow storage and snow storage calculations.
- \_\_\_ Total square footage of property including lot dimensions.
- \_\_\_ Building envelope dimensions (if any) and relation to property lines.
- \_\_\_ Building setbacks to front, sides and rear property lines.
- \_\_\_ Construction and management plan, including staging and contractor parking plan.
- \_\_\_ Floor plan (include gross square footage for each floor, occupancy classification and type of construction).
- \_\_\_ Area of roof in square feet and as a percentage of total roof area that will be between 30' and 35' above record grade.
- \_\_\_ For remodels and re-roofs; new and/or replaced roof area in square feet.
- \_\_\_ Decks, retaining walls, etc. shown in elevations and sections with details to show completed appearance.
- \_\_\_ Landscaping plan showing existing trees to be retained/relocated/removed; all species types/sizes/quantities.
- \_\_\_ Exterior lighting plan (location, height, lumen output, and spec sheets of fixtures). Refer to Article 9-3B-2 of the Sun Valley Municipal Code for additional requirements.
- \_\_\_ Detailed elevations showing façade of all sides of proposed building and other exterior elements.
- \_\_\_ Colored rendering of at least one prominent side of the proposed building.
- \_\_\_ Other information and/or materials as requested by the Community Development Department.

# PUBLIC NOTICE

## NOTICE TO ADJACENT PROPERTY OWNERS OF AN APPLICATION FOR DESIGN REVIEW

**NOTICE IS HEREBY GIVEN** that on Thursday, \_\_\_\_\_,

at 9 a.m. in Sun Valley City Hall the Sun Valley Planning and Zoning Commission will hold a public hearing to consider an application submitted by

\_\_\_\_\_

for Design Review of a

\_\_\_\_\_

located at \_\_\_\_\_.

The applicant proposes to:

**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.

Comments or questions prior to the public meeting should be directed to the Sun Valley Community Development Department at P.O. Box 416, Sun Valley ID 83353 or faxed to (208) 622- 3401. Written comments received prior to the meeting shall be made part of the public record at the meeting. Plans and supporting documents are on file in City Hall for public inspection.

BY ORDER OF THE SUN VALLEY PLANNING AND ZONING COMMISSION.

Notice prepared by: \_\_\_\_\_

Signature of architect, owner or representative

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

Any person needing special assistance to participate in the above noticed meeting should contact the City of Sun Valley at least 5 days prior to the meeting at (208) 622-4438. City Hall is located at 81 Elkhorn Road.

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

**NOTICE IS HEREBY GIVEN** that the Sun Valley Community Development Department will consider an application submitted by: \_\_\_\_\_

For Design Review of

Located at: \_\_\_\_\_

Legal Description: \_\_\_\_\_

The applicant proposes to:

**NOTICE IS FURTHER GIVEN** that all interested persons should contact the Community Development Department prior to: \_\_\_\_\_.

Comments and questions should be directed to the City of Sun Valley Community Development Department at P.O. Box 416, Sun Valley ID 83353 or faxed to (208) 622-3401. Written comments received prior to the aforementioned date shall be made part of the public record. Plans and supporting documents are on file in the Community Development Department office located in City Hall for public inspection during normal business hours.

**BY ORDER OF THE SUN VALLEY COMMUNITY DEVELOPMENT DIRECTOR**

Notice prepared by: \_\_\_\_\_

Signature of architect, owner of representative

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_