



# DESIGN REVIEW MINOR ALTERATION/MODIFICATION APPLICATION

**STAFF USE ONLY**

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Project # \_\_\_\_\_

Administrative Review: \_\_\_\_\_ DRC Review: \_\_\_\_\_

**REQUIRED SUBMITTALS**

**Application Fee \$ 400.00**

Minor Alteration     Modification

**A COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department located at <http://cdaid.org/1105/departments/planning/application-forms>.

**Application form**

**Submittal Requirements:**

- Proof of Ownership
- Vicinity Map
- Site Plan
- Landscaping Plan *(may be combined with site plan)*
- Building Elevations
- Number of Stories
- Building Height
- Building Finishes
- Building Material Samples *(optional)*
- Color rendering/elevations *(correctly depicting colors)*

**APPLICATION INFORMATION**

<b>PROPERTY OWNER:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS: ENGINEER / OTHER</b>
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

**FILING CAPACITY**

- Recorded property owner as to of \_\_\_\_\_
- Purchasing (under contract) as of \_\_\_\_\_
- The Lessee/Renter as of \_\_\_\_\_
- Authorized agent of any of the foregoing, duly authorized in writing. *(Written authorization must be attached)*

**SITE INFORMATION:**

<b>GENERAL LOCATION OR ADDRESS OF THE PROPERTY:</b>		
<b>GROSS AREA/ACRES):</b>		
<b>TOTAL NET AREA:</b>		
<b>TOTAL NUMBER OF LOTS INCLUDED:</b>		
<b>EXISTING CITY ZONING (CHECK ALL THAT APPLY):</b>		
<input type="checkbox"/> DC <input type="checkbox"/> DO-E <input type="checkbox"/> DO-N <input type="checkbox"/> MO <input type="checkbox"/> C-17 <input type="checkbox"/> C-17L		
<b>CURRENT LAND USE:</b>		
<b>DESCRIPTION OF PROJECT/REASON FOR REQUEST:</b>		
<b>TYPE OF PROJECT</b>		
<input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> ADDITION <input type="checkbox"/> TENANT IMPROVEMENT <input type="checkbox"/> MISC./DESCRIBE:		
<b>SCOPE OF PROJECT</b>		
<input type="checkbox"/> ROOF <input type="checkbox"/> EXTERIOR FINISHES <input type="checkbox"/> EXTERIOR PAINT <input type="checkbox"/> ENTIRE BUILDING <input type="checkbox"/> PARTIAL BUILDING <input type="checkbox"/> FACADES		
<input type="checkbox"/> LANDSCAPING <input type="checkbox"/> PARKING LOT		
<b>BUILDING SQ. FOOTAGE</b>	<b>BUILDING HEIGHT</b>	<b>NUMBER OF STORIES</b>
<b>TYPE OF BUILDING FINISHES:</b>		
<input type="checkbox"/> STUCCO <input type="checkbox"/> CONCRETE MASONRY UNITS (CMU) <input type="checkbox"/> SPLIT-FACED MASONRY <input type="checkbox"/> CONCRETE TILT-PANELS <input type="checkbox"/> SIDING/TYPE:		

**CERTIFICATION OF APPLICANT:**

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this  
*(Insert name of applicant)*

request and knows the contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
*(applicant)*

Notary to complete this section for applicant:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Idaho Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
*(notary)*

**CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:**

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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

Signed by Owner: \_\_\_\_\_

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Idaho Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
*(notary)*

*\*For multiple applicants or owners of record, please submit multiple copies of this page.*

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I (We) the undersigned do hereby make petition for a design departure of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

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## DESIGN REVIEW PLAN CHECKLIST

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the design review staff of the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

General Requirements for all plan submittals: One (1) 8 ½ X 11" and one (1) large format copy to scale (*not smaller than 1" = 30'-0"*, unless otherwise approved) must be submitted.

### Site Plan: (*must include*)

- North arrow, scale of drawing, property lines;
- Existing and proposed structures, site amenities;
- Adjoining streets, alleys and private drives;
- Parking layouts, including dimensioned: spaces; accessible routes; drives; circulation patterns; and pedestrian walks;
- Bike parking
- Location of proposed on-site retention;
- Existing or proposed utility service location(s);
- Locations and widths of right-of-ways; easements; canals; ditches;
- Locations and sizes of any loading area; docks; and ramps;
- Trash storage areas and exterior mechanical equipment with proposed screening method;
- Concept for exterior lighting (pedestrian; vehicle; security and decorative);
- Sign locations, if known;
- Location of existing traffic and pedestrian circulation on project site and adjacent properties;

### Landscape Plan: (*landscaping and site may be combined and must include*)

**\*Note:** *If site and landscape plans are combined on one sheet, one (1) 8 x 11 ½ and one (1) large format to scale must be submitted).*

- Type and location of all plant materials and other ground covers;
- Existing vegetation (landscape on adjacent property lines to be considered);
- Method of irrigation;
- Cross-sections through areas of special features; berming; retaining walls; etc.,

### Building Elevations: (*must include*)

- Accurate colored rendering describing colors and finishing (*colored photos may be submitted for colored drawings when an existing structure is to undergo minor exterior alterations or the photo correctly depicts the design/materials/colors of the new building*).

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- All proposed building materials
- Screening/treatment of mechanical equipment
- Lighting fixtures and locations

*\*Optional submittals **Building Material Samples and Colors**, and any other (paving, texture, etc.)*

*\*Any additional information that will aid our understanding of the total project.*