



DESIGN REVIEW APPLICATION

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Project #: _____

REQUIRED SUBMITTALS

Application Fee: \$ 400.00

(Includes 3 meetings with the DRC)

Publication Fee: \$300.00

Mailing Fee: \$6.00 per public hearing

**Three public hearings with the Design Review Commission required*

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>.

- ☐ **Completed application form**
- ☐ **Application, Publication, and Mailing Fees**
- ☐ **A report(s) by an Idaho licensed Title Company:** Owner's list and three (3) sets of mailing labels with the owner's addresses prepared by a title company, using the last known name/address from the latest tax roll of the County records. This shall include the following:
 1. All property owners within 300ft of the external boundaries. *** Non-owners list no longer required***
 2. All property owners with the property boundaries.
- ☐ **A report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company and a copy of the tax map showing the 300ft mailing boundary around the subject property.
- ☐ **A written narrative:** Description of proposal and/or property use.
- ☐ **A legal description:** in MS Word compatible format, together with a meets and bounds map stamped by a licensed Surveyor.

APPLICATION DOCUMENTS:

A. Purpose Of Application Submittals:

Development applicants shall seek to engage with the City review processes as soon as possible, before numerous substantive design decisions are made and fixed. Therefore, initial meetings with the City shall not include definitive designs, but rather broader descriptions of the development program and objectives, the constraints and opportunities presented by the site, and an analysis of the neighborhood setting that surrounds the site. The City intends to work in a collaborative fashion so the outcome can meet both the goals of the City and the Applicant; as well as address the concerns of people who live, and own property and businesses in close proximity to the development.

The Applicant must be willing to consider options relative to basic form, orientation, massing, and relationships to existing sites and structures, surrounding street and sidewalks, and how the building presents from a distance. Accordingly; renderings, models, finished elevations, and other illustrations that imply a final design will not be accepted at initial meetings. As the review proceeds and the Applicant receives direction from the Commission, more detail will be requested to include any required modifications.

B. Materials To Be Submitted For Pre-Application Meeting With Planning Staff:

A pre-application meeting with the Planning Staff is required before the first meeting with the Design Review Commission. In order to schedule a pre-application meeting, the Applicant must submit:

1. A site map showing property lines, rights-of-way, easements, and topography.
2. A context map showing building foot prints and parcels within 300 feet.
3. A summary of the development plan including the areas for each use and number of floors, etc.
4. General parking information including the number of stalls, access point(s), and whether the parking will be surface or structured parking.

C. Materials To Be Submitted For Initial Meeting With Design Review Commission:

1. An ownership list prepared by a title insurance company, listing the owners of the property within a 300' radius of the external boundaries of the subject property. The list shall use the last known name and address of such owners, as shown on the latest adopted tax roll of the county.
2. A map showing all residences within the subject property and within a 300' radius of the external boundaries of the subject property.
3. Photographs of nearby buildings that are visible from the site including a key map.
4. Views of the site including a key map.
5. A generalized massing, bulk and orientation study of the proposal.
6. An elevation along the block, showing massing of the proposal.
7. A list of any "design departures" being requested.
8. All revisions to the materials submitted for the pre-application meeting.
9. A summary of the proposed project.

D. Materials To Be Submitted For Second Meeting With Design Review Commission:

1. A site plan with major landscaped areas, parking, access, sidewalks, and amenities.
2. Elevations of the conceptual design for all sides of the proposal.
3. Perspective sketches (but not finished renderings).
4. A conceptual model is strongly suggested (this can be a computer model).

E. Materials To Be Submitted For Final Meeting With Design Review Commission:

1. Refined site plan and elevations.
2. Large scale drawings of entry, street level façade, and site amenities.
3. Samples of materials and colors.
4. Finished perspective renderings.

DEADLINE FOR SUBMITTALS

The Design Review Commission meets on the second and fourth Thursdays of each month. The completed form and other documents must be submitted 21 days prior to the date available for Commission review of the project. All supplemental information to be added to the application file must be received by the Planning Department no later than five (5) working days prior to the meeting date for this item. *17.09.305 TITLE & PURPOSE.*

PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done one (1) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posed on the property is also required and must be returned to the Planning Department.

APPLICATION INFORMATION

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

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:

PROPERTY LOCATION OR ADDRESS OF PROPERTY:		
EXISTING ZONING (CHECK ALL THAT APPLY):		
R-1 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5 <input type="checkbox"/> R-8 <input type="checkbox"/> R-12 <input type="checkbox"/> R-1 <input type="checkbox"/> MH-8 <input type="checkbox"/> NC <input type="checkbox"/> C-17 <input type="checkbox"/> C-17L <input type="checkbox"/> DC <input type="checkbox"/> LM <input type="checkbox"/> M <input type="checkbox"/> NW <input type="checkbox"/>		
TAX PARCEL #:	TOTAL NUMBER OF LOTS:	ADJACENT ZONING:
GROSS AREA/ACRES:	CURRENT LAND USE:	ADJACENT LAND USE:

DESCRIPTION OF PROJECT/REASON FOR REQUEST:

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.

**CITY OF COEUR D'ALENE**

PLANNING DEPARTMENT

