

# Design Review

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at time of application submittal, as determined by the Planning Department.

## REQUIRED SUBMITTALS

A request for DESIGN REVIEW is made by submitting the following information to the Planning Department:

1. The completed attached form;
2. An owners' list and mailing labels prepared by a title insurance company, using the last known name and address from the latest tax roll of the county. The list shall include the following:
  - A. All property owners within 300 feet of the external property boundaries.
  - B. All property owners within the property boundaries.

3. A residents' list and mailing labels prepared by the applicant, listing the addresses of all residential property that is not owner-occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application, and

4. Title reports with correct ownership, easements and encumbrances prepared by the title insurance company;

**NOTE:** Please also submit a copy of the tax map showing the 300 foot mailing boundary around the subject property.

5. A \$100.00 processing fee (payable to the City of Coeur d'Alene).

## DEADLINE FOR SUBMITTALS

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 5 working days prior to the meeting date for this item.

## PUBLIC MEETING 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 1 (one) week prior to the date of the Design Review Commission meeting at which this project will be reviewed. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posted on the property is also required and must be returned to the Planning Department.

*This application can be found online at [www.cdaid.org](http://www.cdaid.org) under Planning Department And Design Review Commission.*



Please type or print the following required information:

**APPLICANT:**

Name of Applicant: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**Filing Capacity:**

\_\_\_\_\_ 1. Recorded Property Owner as of \_\_\_\_\_ (date)

\_\_\_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_ (date)

\_\_\_\_\_ 3. The Lessee or Renter as of \_\_\_\_\_ (date)

\_\_\_\_\_ 4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)

**Architect:**

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

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

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY:**

Legal Description of the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address(es) of property: \_\_\_\_\_

\_\_\_\_\_



## PROPERTY INFORMATION

1. Gross area: (all land involved): \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq.ft.
2. Total Net Area (land area exclusive of proposed or existing public street and other public lands): \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft.
3. Total number of lots included: \_\_\_\_\_
4. Existing land use: \_\_\_\_\_
5. Existing Zoning (check all that apply): R-12 R-17 C-17 C-17L DC DOE DON MO

## 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 that the outcome can meet both the goals of the City and the applicant, as well as address concerns of people who live and own property and businesses in close proximity to the development.

In order for this process to work effectively, the applicant must be willing to consider options, not merely to details, but to basic form, orientation, massing, relationships to existing sites and structures, surrounding street and sidewalks, and how the building is seen 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.

### 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, topography; and
2. A context map, showing building footprints and parcels within 300 feet; and
3. A summary of the development plan including the areas for each use, number of floors, etc; and;
4. General parking information including the number of stalls, access point(s), and indicating if 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 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; and
2. A map showing all residences within the subject property and within a 300' radius of the external boundaries of the subject property; and
3. Photographs of nearby buildings that are visible from the site, with a key map; and
4. Views of the site, with a key map; and
5. A generalized massing, bulk and orientation study of the proposal; and
6. An elevation along the block, showing massing of the proposal; and
7. A list of any "design departures" being requested; and
8. All revisions to the materials submitted for the pre-application meeting; and
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; and
2. Elevations of the conceptual design for all sides of the proposal; and
3. Perspective sketches (but not finished renderings); and
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; and
2. Large scale drawings of entry, street level façade, site amenities; and
3. Samples of materials and colors; and
4. Finished perspective renderings.

**REQUIRED CERTIFICATIONS**

**OWNERSHIP LIST**

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(title company) (date)

**RESIDENTS LIST**

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(name) (date)

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

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

For City use only: Received: City Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Planning: \_\_\_\_\_ Date: \_\_\_\_\_



Date Stamp here