



## DESIGN REVIEW ADMINISTRATIVE APPROVAL APPLICATION & SUBMITTALS CHECKLIST

**Submit Completed Application and Required Submittals to:**  
Building Department 601 E. 3rd St., Emmett, Idaho 83617  
For Questions Call (208) 365-9569

**The following activities are reviewed and approved or denied administratively by staff (unless the activity is associated with a public hearing application):**

- ❖ Signs located outside the Historic Central Business District (See Emmett Code, Title 9, Chapter 12 and Gem County Code, Title 11, Chapter 10)
- ❖ Landscaping (See Emmett Code, Title 9, Chapter 17 and Gem County Code, Title 11, Chapter 6)
- ❖ Lighting (See Section V.D. of the Design Manual and "Emmett Standard for Public Works Construction" dated January 2006)
- ❖ Parking Areas (See Emmett Code, Title 9, Chapter 11 and Gem County Code, Title 11, Chapter 11)
- ❖ Vehicle ingress/egress (See Section V.A. of the Design Manual)
- ❖ Pedestrian and bicycle circulation and related amenities (See Section V.B. of the Design Manual)
- ❖ Painting a building a different color or painting over brick, stone, or other natural building material. (Staff shall use a color palette (a sample is available at City Hall) of traditional Northwest historic downtown colors to review these requests for structures in the Historic Central Business District. Structures outside this historic district will not be limited to select colors, except that high gloss, fluorescent and bold color will not be permitted.) See Section IV, E.2.h. of the Design Manual for additional information regarding painting historic structures.
- ❖ Awnings (new and replacement)

### **Submittal Requirements for Administrative Approval:**

**No fee for paint color check or awning review**

### **Detailed Checklist**

<b><u>SUBMITTALS</u></b>	<b><u>APPLICANT</u></b> (√)	<b><u>STAFF</u></b> (√)
1. COMPLETED AND SIGNED ADMINISTRATIVE REVIEW APPLICATION		
2.DETAILED SITE PLAN: (if applicable)		
A) Building locations		
B) Parking areas		
C) Access		
D) Street Layout		
E) Pedestrian walkways		

3. PAINTING: (if applicable) <ul style="list-style-type: none"> <li>Submit a paint chip or other color sample of proposed colors, <u>including</u> main body and all trim colors</li> </ul>		
4. AWNINGS: (if applicable) <ul style="list-style-type: none"> <li>Submit a photograph of building façade and proposed awning design and awning color sample</li> </ul>		

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*FOR OFFICE USE ONLY\*\***

APPLICATION COMPLETION DATE: \_\_\_\_\_

**REVIEW COMMENTS/APPROVALS:**

<p style="text-align: center;"><u><b>PAINT</b></u></p> <p>____APPROVED _____ DATE</p> <p>____ DENIED _____ DATE</p> <p>BY: _____</p>	<p style="text-align: center;"><u><b>AWNING</b></u></p> <p>____APPROVED _____ DATE</p> <p>____ DENIED _____ DATE</p> <p>BY: _____</p>
--	---