



**DESIGN REVIEW BOARD APPROVAL
APPLICATION & SUBMITTALS CHECKLIST**

Please submit completed application and required submittals to:
Building Department 601 E. 3rd St. Emmett, ID 83617

APPLICATION FEE:

New Construction under 50 k sq.ft.	\$ 355.00
New Construction over 50 k sq.ft.	\$ 710.00
Remodel and/or building addition 1-500 sq. ft.	\$ 35.00
Remodel and/or building addition 501-1,000 sq. ft.	\$ 90.00
Remodel and/or building addition 1,001 + sq. ft.	\$178.00

COPIES: Submit six (6) folded copies of the design review plan containing the following:

			Staff Use Only	
√	Design Review Manual Section	REQUIREMENT	Complete (Date)	Notes
		a. Completed and signed Master Public Hearing Application form		
		b. Application Fee		
	Section III, Step 3	c. Vicinity Map indicating the zoning district of the subject property and abutting properties at a scale sufficient to show the location of the proposed project in relation to: <ul style="list-style-type: none"> • Adjacent properties • Buildings • Parking areas • Streets • Sidewalks • Plazas • Rights-of way 		

		<p>d. Site plan(s), including:</p> <ul style="list-style-type: none"> • Property line dimensions, outlines of existing and proposed structure footprint, total square footage of subject property and percentages of the site covered by all existing and proposed structures • All structures, including setbacks and separation between structures on abutting properties (see also, Architectural Plan) • Vehicle circulation system, as applicable, including street access, driveways, alleyways and/or lanes, adjacent pedestrian facilities including ADA-accessible routes and related lighting • Parking areas and individual parking spaces, parking area landscaping, pedestrian crossings through parking areas, including ADA parking spaces, accessible routes and lighting • Streetscape(s), including sidewalks, plazas, pedestrian amenities and any other pedestrian facilities extending from the public right-of-way in to the site • Walls and fences (see also, Architectural Plan) • Exterior lighting (see also, Architectural Plan) • Garbage storage areas (see also, Architectural Plan) 		
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<p>Section III, Step 3</p>		<p>e. Architectural Plan(s) and or details for all proposed structures, including buildings, plazas, walls, fences, screening (e.g., garbage storage or mechanical equipment screens), pergolas and other structures, signs, lighting and other structures including the following:</p> <ul style="list-style-type: none"> • Floor plans for every building story at 1/8 inch or greater scale • Colored exterior elevations for all sides of the proposed building(s) at 1/8 inch or greater scale, showing type and color of proposed materials, fenestration (windows and entrances/egresses), projections (e.g. awnings, canopies, marquees, porticos, arcades, colonnades, trellises, spires, balconies, etc.) architectural details, lighting and signage in sufficient detail to communicate how the design standards will be met. Material samples are encouraged. Color samples are required 		
		<ul style="list-style-type: none"> • Colored elevations and/or details for proposed streetscape improvements, courtyards, plazas, street furnishings, lighting, way-finding signs, etc. 		
		<p>f. Information about the location and type of proposed signs, per Title 9, Chapter 12, Emmett City Code or Title 11, Chapter 10, Gem County Code</p>		
		<p>g. Landscape plan, per Title 9, Chapter 17, Emmett City Code or Title 11, Chapter 6, Gem County Code</p>		

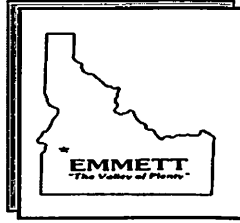
The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted.

Applicant's Signature _____

Date: _____

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

APPLICATION COMPLETION DATE: _____



**CITY OF EMMETT
MASTER PUBLIC HEARING APPLICATION**

601 E. 3rd St., Emmett, Idaho 83617 www.cityofemmett.org phone: (208) 365-9569

TYPE OF APPLICATION: (Please check all that apply.)

- | | | |
|--|--|--|
| <input type="checkbox"/> ANNEXATION | <input type="checkbox"/> DEVELOPMENT AGREEMENT | <input type="checkbox"/> SUBDIVISION, MODIFICATION |
| <input type="checkbox"/> APPEAL | <input type="checkbox"/> REZONE | <input type="checkbox"/> VACATION |
| <input type="checkbox"/> COMPREHENSIVE PLAN TEXT AMENDMENT | <input type="checkbox"/> SPECIAL USE PERMIT | <input type="checkbox"/> VARIANCE |
| <input type="checkbox"/> COMPREHENSIVE PLAN MAP AMENDMENT | <input type="checkbox"/> SUBDIVISION, PRELIMINARY | <input type="checkbox"/> ZONING TEXT AMENDMENT |
| <input type="checkbox"/> DESIGN REVIEW | <input type="checkbox"/> SUBDIVISION, FINAL | |
| | <input type="checkbox"/> SUBDIVISION, COMBINED/MINOR | |

PROJECT NAME: _____

SITE INFORMATION:

(This information can be found on the Assessor's property information assessment sheet.)

Quarter: _____ Section: _____ Township: _____ Range: _____ Total Acres: _____

Subdivision Name (if applicable): _____

Lot: _____ Block: _____

Site Address: _____ City: _____

Tax Parcel Number(s): _____ Current Zoning: _____ Current Land Use: _____

PROPERTY OWNER:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

I consent to this application and allow City staff to enter the property for site inspections related to this application.

I certify this information is correct to the best of my knowledge.

Signature: (Owner)

Date Signature: (Applicant)

Date

NOTE: THIS APPLICATION MUST BE SUBMITTED WITH THE APPLICABLE CHECKLIST (S).

OFFICE USE ONLY

File No.:	Received By:	Date:	Fee:	Receipt No.:
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