



DESIGN REVIEW SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

Applicant
Use

STAFF
USE

- Date of pre-application meeting: _____
Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the cut-off date and receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided, double sided application will not be accepted.
- Data Tables Below:

PROJECT DESCRIPTION	
Type of Design Review:	<input type="checkbox"/> Building Design Review <input type="checkbox"/> Subdivision/Common Area Landscape <input type="checkbox"/> Design Review Modification <input type="checkbox"/> Staff Level
THIS DR APPLICATION IS A REQUEST TO CONSTRUCT, ADD OR CHANGE THE FOLLOWING (briefly explain the nature of the request):	
SIZE OF PROPERTY	
Square Feet:	Acres:
CURRENT USE OF PROPERTY	

CURRENT NEIGHBORING USES

	LAND USE
North of Site	
South of Site	
East of Site	
West of Site	

IS THE PROJECT INTENDED TO BE PHASED? Please explain

NUMBER AND USE OF ALL STRUCTURES

SQUARE FOOTAGE OF PROPOSED STRUCTURES OR ADDITIONS:

FLOORS:	GROSS SQUARE FEET
1 ST	
2 ND	
3 RD	
Other	

SQUARE FOOTAGE OF EXISTING STRUCTURES TO REMAIN:

FLOORS:	GROSS SQUARE FEET
1 ST	
2 ND	
3 RD	
Other	

BUILDING INFORMATION

Building heights:

Number of Stories:

Lot coverage (percentage):

SIZE OF RESIDENTIAL UNITS (if applicable):

	NUMBER OF UNITS	SQ. FT. PER UNIT	TOTAL SQUARE FEET
Studio			
One-bedroom Units			
Two-bedroom Units			
Three-bedroom Units			

EXTERIOR BUILDING MATERIALS & COLORS:
 [This section must be completed in compliance with Eagle City Code Section 8-2A-6(B)]

ROOF

Material	Color

WALLS

North Elevation			
	Color	Materials:	Wall Coverage (%):
Wood			
EIFS			
Masonry			
Smooth Face Block			
Windows/Doors			
Fascia, Trim, Etc.			
Other Material(s) – list all			
Other			
South Elevation			
	Color	Materials:	Wall Coverage (%):
Wood			
EIFS			
Masonry			
Smooth Face Block			
Windows/Doors			
Fascia, Trim, Etc.			
Other Material(s) – list all			
Other			
East Elevation			
	Color	Materials	Wall Coverage (%):
Wood			
EIFS			
Masonry			
Smooth Face Block			
Windows/Doors			
Fascia, Trim, Etc.			
Other Material(s) – list all			
Other			
West Elevation			
	Color	Materials	Wall Coverage (%):
Wood			
EIFS			
Masonry			
Smooth Face Block			
Windows/Doors			
Fascia, Trim, Etc.			
Other Material(s) – list all			
Other			

MECHANICAL INFORMATION:	
Mechanical Units	
Location of Units	
Type/Height	
Proposed Screening Method	

TRASH ENCLOSURE INFORMATION:

[Include size, location, screening, & construction materials]

--

IRRIGATION DITCHES/CANALS:**Are there any irrigation ditches/canals on the property or adjacent to it?** Yes No

If yes, what is their location and size?

--

FENCING:

[Proposed or Existing to remain]

Type:**Size:****Location:**

DRAINAGE:**Drainage Type:****Proposed Method of On-Site Retention:**

--	--

PERCENTAGE OF SITE DEVOTED TO...:**Building****Coverage:****Landscaping:****Square Footage:****Paving:****Square Footage:****Other Uses:**

(Describe)

Landscaping**within Interior of****Parking Lot:**

(ECC Section 8-

2A-7 (K)(4))

LANDSCAPE:**Square Feet of Landscaped Areas within Public Right-of-Way:**

--	--

PROMINENT TREES/AREA OF VEGETATION:	
Are there any prominent trees or areas of vegetation on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what type, size, and general location?	

LOADING FACILITIES:	
Number & Size:	
Screening:	

PEDESTRIAN AMENITIES:

SETBACKS OF THE PROPOSED BUILDING: (In Feet):	
Front:	
Rear:	
Side:	
Side:	
Other Information:	

PARKING REQUIREMENTS:					
Total Number of Spaces Proposed:		Width of Spaces:		Length of Spaces:	
Total Number of Compact Spaces:		Width of Spaces:		Length of Spaces:	

MISCELLANEOUS INFORMATION:	
Is any portion of the property in a Floodway or 100-year Floodplain?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you will need to submit a Floodplain Development Permit Application with this DR checklist.
Does any portion of the property have slopes in excess of 15 percent?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must submit a hillside application with this DR checklist.

- Detailed letter of explanation or justification for the application, describing the project and design elements, and how the project complies with the Design Review standards and the [Eagle Architecture and Site Design Book](#). Fully explain and describe how the building's architecture complies with one of the nine architecture themes within the EASD.

- A written statement addressing each issue below in the order outlined “A” through “I”. The applicant shall address how the design review:
 - A. Will function in conformance with the applicable strategies of the Eagle comprehensive plan and is in accordance with the regulations of this code;
 - B. Is of a scale, intensity, and character that is in harmony with existing conforming and planned development in the vicinity of the site;
 - C. Is designed with adequate off street parking facilities in such a way as to not interfere with ingress/egress to the site and will serve the intended use so as to not cause conflict with adjacent uses as anticipated within the zoning district;
 - D. Will not interfere with the visual character, quality, or appearance of the surrounding area and city, and where possible, enhance the continuity of thematically common architectural features;
 - E. Will have facades, features, and other physical improvements that are designed as a whole, when viewed alone as well as in relationship to surrounding buildings and settings;
 - F. Will not obstruct views and vistas as they pertain to the urban environment and in relation to artistic considerations;
 - G. Will provide safe and convenient access to the property for both vehicles and pedestrians through patterned traffic circulation and connectivity to abutting development;
 - H. Is in the interest of public health, safety, and general welfare promoting a pedestrian friendly and walkable environment in balance with protecting a viable commercial center in the area; and
 - I. Will have signs, if proposed, that are harmonious with the architectural design of the building and adjacent buildings and will not cover or detract from desirable architectural features.

- One (1) vicinity map (8 ½” x 11”) at 1” = 300’ scale (or similar), labeling the location of the property and adjacent streets.

- One (1) 8 ½” x 11” colored aerial photos depicting proposed site, street names, and surrounding area within five-hundred feet (500”). The purpose of these photos is to view the site for existing features and adjacent sites.

- Copy of Deed; and, if the applicant is not the owner, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.

- Detailed site, landscape, elevation, and floor plan(s) to scale. (No smaller than 1”=30’, unless otherwise approved.) One of each plan (site, landscape, elevation, and floor plan) is required to be submitted in the following plan sizes:
 - FOUR (4) 24” X 36” TO SCALE COPIES arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
 - FOURTEEN (14) 11” X 17” REDUCTIONS arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
 - FOURTEEN (14) 11” X 17” REDUCTION - Colored copies of all proposed building materials indicating where each material and color is to be located arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
 - ONE (1) 8 ½” x 11” REDUCTION

- One (1) set of 24” x 36” Pathways and Trails plan (if development impacts existing pathways

and trails, or if development would trigger improvements based on the [City of Eagle adopted Pathways and Trails Master Plan](#)) showing the following:

- Pathway locations, type, and width.
 - Sidewalk locations, type, and width.
 - Location of existing easements for irrigation companies.
 - Indicate location of canal routes and specify which ones will be covered and which will stay open
-
- One (1) copy of any canal company license agreements (if applicable).
 - One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
 - Building plans shall be prepared by or under the responsible control of a licensed architect, unless exempted under Idaho Code, section 54-309(2), with said plans to be duly stamped to clearly identify the preparer.
 - Landscape and streetscape plans shall be prepared by or under the responsible control of a licensed landscape architect with said plans to be duly stamped to clearly identify the preparer.
 - Site Plan shall include the following information:
 1. North arrow, scale of drawing, property lines, name of plan preparer, and date.
 2. Proposed structures.
 3. Existing trees and structures. Identify those which are proposed to be relocated or removed.
 4. On-site and adjoining streets, alleys, private drives and rights-of-way.
 5. Site grading and drainage with proposed on-site retention, including pre and post work elevations.
 6. Locations of public restrooms, if applicable.
 7. Existing/proposed utility service and any above-ground utility structures.
 8. Locations and widths of easements, canals and ditches.
 9. Locations and dimensions of off-street parking and loading facilities.
 10. Locations and sizes of any loading areas, docks, ramps, and vehicle storage or service areas.
 11. Trash storage areas and exterior mechanical equipment, with proposed screening method.
 12. Sign locations (a separate sign application must be submitted with this application).
 13. On-site circulation plan for motor vehicles, pedestrians, and bicycles.
 14. Locations and uses of open spaces.
 15. Locations, types and sizes of sound and sight buffers.
 16. Parking layout including spaces, driveways, curb cuts, circulation patterns and pedestrian walks.
 17. Locations of subdivision lines.
 18. Illustration that adequate sight distance is provided for motor vehicles, pedestrians and bicycles.
 - Landscape and Streetscape Plan shall include the following:
 1. Boundaries, property lines and dimensions.
 2. Type and location of all plant materials and other ground covers. Plant lists to include botanical and common name, quantity, spacing and sizes of all proposed landscape materials at the time of planting, and at maturity.
 3. Existing vegetation, including all existing trees, identified by species and size.

4. Method of irrigation.
5. Location, description, materials, and cross-sections through areas of special features, including berming, retaining walls, hedges, fences, fountains, street furniture, etc.
6. Existing/proposed utility service and any above-ground utility structures and power lines.

- Building elevation drawings shall include the following:
 1. Detailed elevation plans of each side of any proposed building(s) or addition(s). Please note the elevations with north, south, east, and west.
 2. Screening/treatment of mechanical equipment. A cross section of the building showing any roof top mechanical units in relation to the parapet or mansard roof shall be provided.
 3. Detailed elevation plans showing the materials to be used in the construction of the trash enclosure.

- Floor plans shall include the following:
 1. Size and types of interior spaces.

- Lighting plans shall include the following:
 1. Exterior lighting including detailed cut sheets and photometric plan (pedestrian, vehicle, security, decoration).
 2. Types and wattage of all light bulbs.

- Roof plans shall include the following:
 1. Size and location of all roof top mechanical units.

- A colored rendering and material samples board specifically noting where each color and material is to be located is required at the time of submittal. Site, landscape, elevation, floor plans, the colored rendering, and material samples board shall be submitted to the City electronically at the time of submittal.

- Photographs of the site and adjacent and nearby properties, to street intersections. The purpose of these photos is to view the site for existing features and adjacent sites.

- A Master Land Use Application for Design Review for signs along with the associated Sign checklist is required to be submitted with this application for any proposed signs.

- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.

- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.

- APPLICANT/REPRESENTATIVE MUST ATTEND THE DESIGN REVIEW BOARD MEETING AND CITY COUNCIL MEETING.

- Any additional information to aid in understanding the project.

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature