Design Review Substandard Lot Application Submittal Requirements

1. **Completed Application**
2. **Detailed Letter of Explanation** summarizing the design intent and the philosophy of the project.
3. **Statement of Legal Interest** (download form). Form must be completed by the legal owner of record.
4. **Detailed Site Plan** which includes:
   a. Scale (not smaller than 1" = 30' unless otherwise approved)
   b. All structures labeled as to existing and/or proposed uses
   c. All proposed structures, labeled as to use.
   d. North arrow
   e. Size of parcel (acres or square feet).
   f. Property boundary/property lines and all required setbacks with dimensions
   g. Name of applicant, plan preparer, project name and project address on title block
   h. Special features such as pedestrian paths, berms, retaining walls, or fencing.
   i. Parking and loading areas with stalls, drive aisles and door widths dimensioned
   j. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
   k. Proposed locations and types of lighting
   l. Trash storage areas and exterior mechanical equipment, together with proposed screening
   m. Drainage features with proposed on-site retention
   n. Hillside developments: existing and proposed grades
5. **Detailed Landscape Plan** which includes:
   a. Scale (same scale as the site plan)
   b. Type, size and location of all existing and proposed plant materials and other ground covers. The size of plants at planting and maturity should be included.
c. Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered. If removing trees, a detailed tree mitigation plan is required.

d. Method of irrigation

e. Cross-sections through areas of special features, berms, retaining walls, etc.

f. Footprints of all structures

☐ 6. **Building Elevations** drawn to scale. Color photographs may be substituted for rendered elevation drawings when an existing structure is to undergo minor exterior alterations, and the photos depict the design materials/colors of the new construction.

☐ 7. **Floor Plans** drawn to scale with sizes and types of interior spaces indicated. Show the use and dimensions of each room. If remodeling is proposed, show existing and proposed conditions.

☐ 8. **Fire Flow Information**. Contact Veolia at 208-362-7354 regarding adjacent hydrants and volume of water available. Submit [Fire Flow Request Form](#) (allow for 5-7 business days).

☐ 9. **Site Photos**, colored and labeled, of the site and immediate properties, including those across streets and alleys.

☐ 10. **Neighborhood Meeting Information** for the appropriate neighborhood association and the residents and owners within 300’. View [best practices](#).
   
a. Neighborhood Radius Notice Letter

b. List of notified owners, residents and neighborhood association

c. Sign-in Sheet from neighborhood meeting