

City of Driggs, Idaho
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Planning & Zoning

Planning and Zoning Application & Checklist

DESIGN REVIEW- SKETCH PLAN

The Sketch Plan process is necessary for non-residential new construction and/or major remodels/additions that are located in the Design Review Overlay Zone and subject to Appendix A: Commercial Design Standards & Guidelines. The purpose of the review is to provide constructive feedback and guidance prior to commencing the formal review and public meeting process.

Owner(s) Name: _____

Applicant Name*: _____

Owner Purchaser Lessee Representative

Phone: _____ Email: _____

Mailing Address: _____

___ Submit proof of ownership: Warranty Deed available at www.tetoncountyidaho.gov/PublicRecords

___ *Approval of the property owner(s) if different from the applicant: Submit a letter or valid option/lease agreement indicating authorization from property owner.

SECTION I. Project Information

Property Address: _____

Block #: _____ Lot #: _____ Size of Property: _____ (Sqft or Acres)

Zone: _____ Airport Overlay CBD Parking Overlay Area of Impact

If located in the CBD, FAR bonuses may apply for design excellence. See Appendix A page 18 for more information.

New Construction Re-model of building and/or site improvements*

*The following questions apply to ONLY that portion of the use or development that is to be modified.

Existing Use: _____ Proposed Use: _____

Total size of new building or area of building impacted: _____ sqft

SECTION II. Items to be Submitted

____ **Narrative:** Attach a brief statement describing the proposal, including a summary of any structural and/or site changes. Please include any other additional information that you feel necessary to assure the fullest consideration of facts concerning the application.

____ **Vicinity Map:** Submit a map indicating the location of the proposed project in relation to adjacent properties, buildings, and streets. Identify the existing uses and zones of the adjacent properties.

____ **Site Questionnaire and Site Plan Sketch:** Please respond to the questions where applicable and attach a site plan drawn to scale that includes a graphical representation of the information requested.

1. **Site Location:** Property line dimensions and configuration of new and existing buildings. Property boundary maps are available from the Teton County Recorder's Office or online at www.tetoncountyidaho.gov & www.tetoncountyidaho.gov/PublicRecords
- N/A 2. **Pedestrian Use:** Location and dimensions of existing and/or proposed pedestrian accesses and amenities - benches, kiosks, courtyards, telephones, bike racks, etc. _____

- N/A 3. **Lighting*:** Describe and identify on the site plan the location and type of all existing and proposed exterior lighting. *Also see City lighting ordinance #333-12 for new or existing lighting

- N/A 4. **Vehicle Access and Parking:** Also see the Parking Regulations in §9-4-2 of the Zoning Ordinance
- N/A 5. **Landscaping & Streetscape**

____ **Preliminary Architectural Elevations:** Include the front, rear and sides of the building and/or signs or site improvements. The City does not intend for property owners to invest in highly illustrative plans or final engineered drawings at this stage.

____ **Ideas for materials and colors:** Photographs or illustrations of examples of materials and colors to be used (i.e. building elevations, signage, pavers, lighting, landscaping). The City does not intend for property owners to invest in highly illustrative plans or final engineered drawings at this stage.

SECTION III. Review and Approval Process

Upon acceptance of a complete application and fee, the Planning & Zoning Administrator will circulate to city staff, Design Review Advisory Committee members and other affected agencies for preliminary review. A pre-application conference will be scheduled within two weeks of the sketch plan submittal to provide guidance and feedback to the applicant so that the final Design Review Application can be refined prior to commencing final review and the public meeting process.

SECTION IV. Acceptance

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning & Zoning Administrator reserves the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

I have read and understand the application, review procedures, and responsibilities which accompany this application.

Owner(s) Signature

Date

OFFICE USE ONLY

FEE: \$ 125 _____ *(plus any additional cost incurred)* must accompany this completed application.

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

P&Z FILE #: _____