



Planning and Zoning Application & Checklist

Owner(s) Name: _____

Applicant Name*: _____

Owner Purchaser Lessee Builder

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.*

Property Address: _____

Subdivision: _____ **Block #:** _____ **Lot #:** _____

Size of Property: _____ (Sqft or Acres)

Zone: _____ Airport Overlay CBD Parking Overlay Area of Impact

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

___ **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.*

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

*When existing uses or developments are modified 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

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.

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

1. **Site Location:** Property line dimensions, existing/proposed structures, adjacent streets, easements, public thoroughfares, and showing adjacent building outlines within twenty (20) feet of the property lines. Property boundary maps are available from the Teton County Recorder's Office or online at tetoncountyidaho.gov/gis_disclaimer & tetoncountyidaho.gov/PublicRecords

N/A 2. **Pedestrian Access:** Describe below and identify on the site plan the location and dimensions of existing and/or proposed pedestrian accesses and amenities - benches, kiosks, courtyards, telephones, bike racks, etc. _____

N/A 3. **Fencing:** Describe below and identify on the site plan the location and height of walls or fences proposed or existing to remain: Size: _____ Type: _____

N/A 4. **Lighting:** Describe and identify on the site plan the location and type of any exterior pole-mounted lighting* (exterior building lighting will be described in "Section IV Building" below).
Light structure type (parking lot+, walkway,) Bulb type (halogen, high pressure sodium, etc)

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*All lighting must be night-sky friendly according to the City's [outdoor lighting standards](#). Regulations and exemptions for new or existing lighting may be found here: [Ord #333-12, website, or brochure](#).
+commercial parking lots must also indicate illumination levels.

**For all new construction, change of use, and structural additions,
the following information is requested:**

N/A 5. **Waste/Recycling Receptacles:** Describe below and identify on the site plan the location, dimensions, and proposed screening of waste storage areas: _____

N/A 6. **Loading Facilities:** Describe below and identify location on the site plan:
Number and dimensions*: _____
*Single buildings or developments consisting of multiple buildings with over 10,000sqft of net floor area are subject to the off-street loading regulations in the Zoning Ordinance §9-4-3.
Screening: _____

- N/A 7. **Parking:** *The Parking Regulations in §9-4-2 of the Zoning Ordinance must be met when a building is constructed or enlarged; when the capacity of a building is increased; or when the use of the building is changed and such change creates a 15% increase in parking required under said section. Exemptions apply when located in the CBD Parking Overlay.*
- a. On-Street parking: Indicate the number of existing and/or proposed parking spaces located in the right of way along the frontage of the building, development, or land use: _____
- b. Off-street parking: *Answer questions below and depict on the site plan any access routes, lanes, and dimensions for parking spaces.*
- Parking spaces proposed: _____ Parking spaces required*: _____
 Handicapped spaces provided: _____ Handicapped spaces required: _____
 Compact spaces proposed: _____ Compact spaces allowed: _____
- * See §9-4-5 for on-street parking credits.
- c. Are you requesting shared parking or parking reduction? Yes No If yes, please explain:

- N/A 8. **Landscaping:** If the proposal is for new construction or a remodel/addition that increases the gross floor area or vehicular use area of an existing structure or development by 25% or more, excluding projects in the R-1 Zone, the following provision applies:
- _____ Landscaping Plan submitted. *See Appendix A and Landscape Ordinance #231 for Landscaping Requirements.*
- For all new construction the following information is further requested:**
9. **Utilities:** *Identify on the site plan the location of existing water and sewer lines with indication of size, the location and size of such lines to be extended into the proposed project as well as the location of other utilities i.e., telephone, power, gas, cable, etc;*
10. **Fire:** *Identify on the site plan and/or Vicinity Map the location of existing and proposed fire hydrants within or nearby the project.*
11. **Water:** Are there any irrigation ditches/canals on the property or adjacent to it? Yes No
If yes, identify their location and size on the site plan.
12. **Storm Water:** Identify the drainage patterns of impervious surfaces and the proposed method of on-site retention of storm water and/or any off-site improvements. _____

13. **Snow Storage:** Define the location and approximate dimensions of storage area: _____

 Which direction is snow storage and drainage from roofs going to flow? _____

14. Impervious Surface:

_____ sqft / _____ sqft = _____ % of site devoted to building coverage.
 (Total new & existing buildings on lot) (Lot size)

_____ sqft / _____ sqft = _____ % of site devoted to building coverage.
 (Total buildings and impervious surfaces (parking lots, roads, patios, buildings, sidewalks, etc.)) (Lot size)

Do you currently have plans submitted for a Building Permit? Yes _____ No
 (Permit #)

Please respond to the applicable questions below. When existing uses or developments are modified the questions apply to ONLY that portion of the use or development that is to be modified.

N/A For restaurants, taverns or lounges: Number of Seats: _____

N/A Square footage of proposed structures or additions: _____

Floor	Gross Square Feet	Net Leasable Square Feet
First:	_____	_____
Second:	_____	_____
Other:	_____	_____

N/A Square footage of existing structures to remain or be re-modeled:

Floor	Gross Square Feet	Net Leasable Square Feet
First:	_____	_____
Second:	_____	_____
Other:	_____	_____

4. Building Heights: _____ Number of Stories _____

N/A i. Size of residential units (if applicable):

	Number of Units	Sq. Ft per Unit	Total Square Feet
Studio	_____ X	_____ =	_____
1 Bedroom	_____ X	_____ =	_____
2 Bedroom	_____ X	_____ =	_____
3 Bedroom	_____ X	_____ =	_____
Total Units:	_____	Total Square Feet:	_____

Please respond to the applicable questions below. When existing uses or developments are modified the questions apply to ONLY that portion of the use or development that is to be modified.

_____ **Architectural Plan:** Attach a plan drawn to scale that includes the following information:
 1. Floor plans for all applicable stories drawn at 1/8" or greater scale; and

2. Exterior elevations drawn at the same scale as Floor Plans, showing type and color of proposed building materials, architectural details, lighting and signage in sufficient detail to communicate how the Design Standards will be met.

a. Exterior Building Materials and Colors:

- i. Roof: _____
- ii. Walls: _____
- iii. Windows/Doors: _____
- iv. Fascia, Trim etc.: _____
- v. Other: _____

_____ **Colors of Exterior Materials:** *Attach a sample of colors and/or materials.*

_____ **Lighting:** *Describe the location and type of any existing and proposed exterior lighting. Include fixture types, mounting heights, bulb type and wattage. All lighting must be night-sky friendly according to the City's lighting ordinance. Regulations and exemptions for new or existing lighting may be found here: [Ord #, website, or brochure.](#)*

_____ Light type

_____ Bulb type/wattage/lumens (halogen, high pressure sodium,etc)

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Do you currently have plans submitted for a Sign Permit? Yes _____ No
(Permit #)

A sign application and approved sign permit is required before installation of any signs, but a general sign plan showing location, size, material, and type of signs must be submitted with this application.

_____ **Sign Plan:** *Attach a drawing of all proposed and applicable existing signs. Indicate the size, type, material and location.*



The Planning & Zoning Administrator will determine if an application is complete and will officially accept it as such and schedule it for review by the Design Review Advisory Committee (DRAC) at the next regularly scheduled meeting.

Any revision to this application must be received 14 days prior to the meeting date, or your application will be deferred to the next meeting. Staff will determine whether the application can still be heard on the scheduled date, which depends on the degree of modification.

The DRAC will review for consistency with City standards and guidelines and forward a recommendation to the Planning and Zoning Commission. The Planning and Zoning Commission will review the application and vote to approve, approve with modifications or deny the application.

The proposal will be reviewed in accordance with Appendix A and other applicable Zoning Ordinance standards. Design standards should support the following: integration and functionality of land uses, honor to our western heritage, respect neighborhood transitions, designed to our climate, aesthetics and context-sensitive design, and balance durability and affordability.

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