



Planning and Zoning Application & Checklist

HEIGHT EXCEPTION

Owner(s) Name: _____

Applicant Name*: _____

**A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.*

Phone: _____ **Email:** _____

Mailing Address: _____

Property Address: _____

Parcel Number: _____ **Acres:** _____ **Zone:** _____

Do you currently have plans submitted for a Building and/or Land Use Permit? Y / N _____
(Permit #)

Maximum height allowed in Zone: _____

Total height requested for proposed building feature: _____

SECTION I. Required Items to be Submitted – Hard Copy & Digital

____ **Proof of ownership or valid option agreement**

____ **Site plan:** *Identify the building location in relation to the property boundary lines*

____ **Scaled drawing of the building**

____ **Narrative:** *Attach a brief statement describing the type and description of building feature*

SECTION II: Evaluation Criteria

The Planning & Zoning Commission may approve an exception to the base height limit for building features such as church spires, belfries, cupolas or domes, chimneys, ventilators, skylights, parapet walls, cornices, solar energy systems, elevator penthouses or necessary mechanical appurtenances together with any required screening, usually located on the roof level, upon finding that such height exception will be compatible with surrounding properties, uses and neighborhood, and that the following standards will be met:

1. Such features are limited to the height necessary for their proper functioning;
2. such features do not exceed more than one hundred twenty percent (120%) of the base height limit of the applicable zone or the height limitations of the airport hazard zoning regulations;
3. the setbacks for such features are increased over the base setback requirements of the applicable zone by the same percentage as the proposed height increase over the base height limit; and
4. such features do not measure, in any horizontal direction, more than twenty percent (20%) of the length of the building's exterior wall running in an approximately parallel direction to the measurement.

SECTION III. Review & Approval Process

1. Upon acceptance of a complete application and project review is completed, the Planning and Zoning Administrator will schedule the request on the next available Planning & Zoning Commission agenda.
2. The Planning and Zoning Commission review the application in accordance with the evaluation criteria and the Comprehensive Plan and vote to approve, approve with modifications, or deny the height exception.

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/Commission reserve the right to take photographs and/or videos of the property under consideration for Annexation 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 Annexation application, review procedures, and responsibilities which accompany this application.

Owner(s) Signature

Date

OFFICE USE ONLY

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

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