



Planning & Zoning Department

Design Review Checklist

Staff Use Only

Project Name: _____ Date Submitted: _____

File Number: _____ Staff Level Review: Committee Review:

Nonrefundable Fee: **\$210** <5,000 sqft **\$835** >5,000 sqft **\$0** Repair Approval letter

Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website cityofnampa.us/255/Planning-Zoning under the *Apply for a Planning Permit* link.

Applicant	Staff	Description
		Signed & Notarized Affidavit of Legal Interest. Form must be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
		Narrative that defines scope of project
		Vicinity Map
		Site Plan (must show location of mechanical units and trash enclosures)
		Landscaping Plan (may be combined with site plan), when used for screening purposes Include Open Space Plan for Multi-Family projects
		Building Elevations
		Building Height
		Building Finishes
		A breakdown (sq. ft) of the percentage of each material used, must include glazing
		Lighting materials (if applicable)
		Color rendering or elevations (correctly depicting colors)
		Color samples
		Art & Historic Preservation letter (for projects in DH zone)
		Associated fees
		Master Application form

Type/Scope of Project

- New
 Remodeled
 Addition
 Tenant Improvement
 Other: _____
- Roof
 Exterior Finishes
 Exterior Paint
 Entire Building
 Partial Building
- Facades
 Landscaping
 Parking Lot
 Fences

Project Specifics (create a separate spreadsheet if more space is needed)

Wall Length- L.F.:	Calculated Exposed Wall - Sq. Ft:
North _____	North _____
South _____	South _____
East _____	East _____
West _____	West _____

Summary

The purpose of the design standards is to protect and enhance the visual character and economic value of the city's commercial corridors.

These standards are only required within specific districts, contact us for a determination.

Please visit our website at www.cityofnampa.us for additional information, click on City Government to access City Codes. Planning codes are found under Title 10 Planning and Zoning. Chapter 34 is specific to Design Review for all zones except DB, DV & DH (See Chapter 15). Public Storage Facilities have additional requirements per 10-1-16.

Design Review Plan Review Checklist

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the design review staff of the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

General Requirements for all plan submittals One (1) 8 h" x 11" reduction and one (1) large format copy to scale (not smaller than 1"=30'-0", unless otherwise approved) must be submitted.

A Detailed Site Plan. The site plan must include:

- North arrow, scale of drawing, property lines;
- Existing and proposed structures, site amenities;
- Adjoining streets, alleys and private drives;
- Parking layouts, including dimensioned: spaces; accessible routes; drives; circulation patterns; and pedestrian walks; If bike parking is voluntarily installed it should follow design guidelines found in the bike and pedestrian Master Plan section 5.5
- Location of proposed on-site retention,
- Existing or proposed utility service location (s),
- Locations and widths of right-of-ways; easements; canals; ditches;
- Locations and sizes of any loading area; docks; and ramps;
- Trash storage areas and exterior mechanical equipment with proposed screening method;
- Concept for exterior lighting (pedestrian; vehicle; security and decorative);
- Sign locations, if known;
- Location of existing traffic and pedestrian circulation on project site and adjacent properties;

Detailed Landscape Plan, when needed for screening trash enclosures or mechanical equipment.

Landscaping and site may be combined. Plan must include:

- Type and location of all plant materials and other ground covers;
- Existing vegetation (landscape on adjacent property lines to be considered);
- Method of irrigation;
- Cross-sections through areas of special features; berming; retaining walls; etc.,

A complete set of Building Elevations. Elevations must include:

- An accurate colored rendering describing colors and finishes (colored photos may be submitted for colored elevation drawings when an existing structure is to undergo minor exterior alterations or the photo correctly depicts the design/materials/colors of the new building.)
- All proposed building materials
- Screening/treatment of mechanical equipment
- Lighting fixtures and locations.
- Building materials/finishes (color, type, etc.)
- Trash enclosure wall materials



Planning & Zoning Department

Master Application

Staff Use Only
Project Name: _____
File Number: _____
Related Applications: _____

Type of Application

- | | |
|---|--|
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Legal Non-Conforming Use |
| <input type="checkbox"/> Annexation/Pre-Annexation | <input type="checkbox"/> Planned Unit Development/MPC |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Short |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Final |
| <input type="checkbox"/> Multi-Family Housing | <input type="checkbox"/> Condo |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Modification | <input type="checkbox"/> Fireworks Stand |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Daycare | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Kennel License | <input type="checkbox"/> Staff Level |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Zoning Map/Ordinance Amendment (Rezone) |
| <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant Name: _____ Phone: _____

Applicant Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: Own Rent Other: _____

Owner Name: _____ Phone: _____

Owner Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor Name (e.g., Engineer, Planner, Architect): _____

Firm Name: _____ Phone: _____

Contractor Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel Number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: Residential Commercial Industrial Other: _____

Project/Subdivision Name: _____

Description of proposed project/request: _____

Proposed Zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, etc.)		
Right of Way (internal roadways, ROW to be dedicated, etc.)		
Qualified Open Space		
Total		

Please answer all questions that are relevant to your project

Minimum square footage of structure: _____ Maximum building height: _____

Minimum property size (s.f.): _____ Average property size (s.f.): _____

Gross density: _____ Net density: _____

Type of dwelling proposed: Single-family Detached Single-family Attached

Duplex Multi-family Condo Other: _____

Proposed number of units: _____

Total number of parking spaces provided: _____

% of qualified open space: _____

Additional information may be requested after submittal.

Authorization

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____



City of Nampa

PLANNING and ZONING DEPARTMENT

OFFICE (208) 468-5484

CITY HALL

411 THIRD STREET SO.

NAMPA, IDAHO 83651

FAX (208) 465-2261

AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO)
 :SS
COUNTY OF CANYON)

A. I, _____, whose address is _____, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to _____, whose address is _____, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, _____.

Signature

SUBSCRIBED AND SWORN to before me the ____ day of _____, _____.

Notary Public for Idaho
Residing at: _____
Commission Expires: _____