



# Sugar City

## DESIGN REVIEW APPLICATION BOARD REVIEW

Permit Number:	City Use Only
Date:	
Fee:	
Payment Type:	
Received By:	

### CONTACT INFORMATION OF LANDOWNER OR REPRESENTATIVE:

NAME:

MAILING ADDRESS:

PHONE:

**EMAIL ADDRESS (REQUIRED):**

### CONTACT INFORMATION OF DEVELOPER (IF NOT LANDOWNER OR REPRESENTATIVE):

NAME:

MAILING ADDRESS:

PHONE:

**EMAIL ADDRESS (REQUIRED):**

### CONTACT INFORMATION OF DESIGNER (IF NOT LANDOWNER OR REPRESENTATIVE):

NAME:

MAILING ADDRESS:

PHONE:

**EMAIL ADDRESS (REQUIRED):**

### NAME AND PARTICULARS OF THE DEVELOPMENT SUBJECT TO DESIGN REVIEW:

NAME:

MAILING ADDRESS:

ZONING DISTRICT OF DEVELOPMENT:

TOTAL ACREAGE OF DEVELOPMENT:

### **8-4-5-DESIGN REVIEW APPLICATION**

**C. Application Contents:** An application shall include a standard form and fees as approved by city council. Separate forms and fee schedules are used for administrative review and board review.

1. An applicant may receive informal advice by written request and by submitting relevant plans but not making the application official by paying fees. The board shall reply to such request not later than fifteen (15) days after the request or at its next meeting where a quorum is present.
2. Maps and drawings shall be drawn to a scale having no more than one hundred feet to one inch (100' = 1"), measuring at least eleven by seventeen inches (11 x 17") but not more than forty-two inches by sixty inches (42" x 60"). Lettering shall be a minimum height of one-tenth inch (1/10").
3. An application for administrative review shall include the project location, a statement of what work is proposed, relevant details of the project, and permission for the administrator and chairman of the design review board to inspect the site.

**ATTACHMENTS REQUIRED:**

(SEE SUGAR CITY CODE 8-4-5-C-4 APPENDED TO THIS APPLICATION FORM)

Please prepare and attach the following, as applicable.

YES	NA (if not applicable, include explanation)	City Code References
1.	0 0 CITY MAP	8-4-5-C-4-a
2.	0 0 TRAFFIC PLAN	8-4-5-C-4-b
3.	0 0 SITE PLAN	8-4-5-C-4-c
4.	0 0 PLANS OF BUILDINGS AND/OR STRUCTURES	8-4-5-C-4-d
5.	0 0 FRANCHISE FEATURES	8-4-5-C-4-e
6.	0 0 LANDSCAPE PLAN	8-4-5-C-4-f
7.	0 0 OTHER INFO. RELEVANT TO DESIGN REVIEW	8-4-5-C-4-h
8.	EXPLANATION:	

**SIGNATURE OF APPLICANT OR REPRESENTATIVE**

The applicant or representative has read and understood section 8-4-5-C of the Sugar City Code and accepts its conditions. The applicant or representative certifies that information supplied in this application and its attachments is complete and accurate. **The applicant or representative hereby grants permission to Sugar City Design Review officials to inspect the site described in this application.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Payment of \$200 is required with the application submittal. We accept cash, check, money order, Visa & Master Card. Make checks payable to the City of Sugar City. Thank you.

\*\*PUBLIC RECORDS NOTICE— Business information such as your company address and phone number is regarded as public information according to the Idaho Public Records Act. Your business address and phone number may be provided to a third party upon written request.

## **Worksheet for Design Review Application**

Major purposes of Design Review are beauty, safety, and following standards outlined in Sugar City Code 8-4-6 and specifically the applicable tables in 8-4-7.

An application for board review **shall** include the following items:

### **Sugar City Code 8-4-5-C-4**

- a. City map showing the location of the site and adjacent roads and streets by name and classification. For an existing building or facility, the address may be substituted for the city map.
- b. Traffic plan showing vehicular and pedestrian access and flow: ingress, egress, and internal to the site.
- c. Site plan showing footprints of buildings and/or other structures, signage, topography and landscaping, utilities, outdoor lighting, and streetscape features.
- d. Plans of buildings and/or other structures, including elevations and/or sketches, with schedules of exterior materials and colors.
- e. Standardized features pertaining to franchised businesses.
- f. Landscape plan showing locations and descriptions of trees and other vegetation, non-vegetable landscape features, and installation and maintenance details. Landscape planning includes consideration of the Sugar City forester's list of trees that are suitable to the climate and the city.
- g. Permission for the design review board to inspect the site.
- h. Other information relevant to design review. (Ord. 271, 1-10-2008)

### **General Design Standards:**

Area Integration: Design review shall promote aesthetic and safe development while protecting property rights and property values. To these ends, the principle of area integration shall apply.

- In an area with existing development, construction and landscaping shall be of similar or superior design and composition to the existing development.
- In a new plat or on a parcel isolated from existing development, any restrictive covenants of the development shall specify standards of construction and landscaping that unify aesthetic features, promote safety, and prevent anomalous design.
- Traffic: Traffic flow shall be planned to minimize impact on adjacent streets and within parking areas. A traffic plan shall provide for pedestrian and non-motorized traffic, shall show loading docks and service facilities, and shall include maintenance provisions.
- Streetscape: Streetscapes shall be organized for beauty and safety, providing especially for pedestrian and non-motorized traffic. Streetscape features may include walkways, trees and other landscaping, lighting, bollards, works of art, kiosks, seating and other furnishings. Integration of streetscape and landscape features is encouraged.
- Utilities: Utility systems shall be installed so as to not detract from aesthetics or safety. Utility lines will be underground wherever feasible. Utility and service equipment on roofs shall be screened from view, and below roof level shall be minimized and camouflaged, as feasible.
- Lighting: Lighting shall be installed and operated not only for serviceability but also to enhance aesthetics and safety. Provision should be made to reduce glare and variations of light levels, and to eliminate light trespass onto neighboring properties.
- Signage: Signage shall be so designed and installed as to minimize clutter and confusion on and off the site.
- Buildings and Other Structures: Buildings and other structures shall be of a size, proportion, and architectural design consistent with their locations, surroundings, and lot sizes. Rooflines shall be conventional. A balance among openings, architectural features, materials, textures, and colors is to be sought.
- Franchises: Franchised businesses may be required to modify some features that are standard to their franchises, features such as dimensions of signage, areas of intense light and/or color, and roof architecture. The applicant and the design review board should cooperate to achieve designs that are consistent with the comprehensive plan and this chapter and that also allow for franchise recognition. The end result should be such as will please passersby, to the advantage of the business and the city.
- Landscape Plan: Landscaping should emphasize trees and other vegetation suitable to the location. Natural non-vegetable landscaping is also encouraged, such as with water and stone. Landscaping should be consistent with its vicinity and provide screening or buffering when needed. Integration between landscape and streetscape features is encouraged.

(Ord. 271, 1-10-2008)

*It would be helpful for the applicant to note and list the applicable standards that apply to the specific "Design Area" from 8-4-7 to be ready to meet with Design and Review. After receipt of "all" of these materials, then an application would be deemed complete and be ready for Board consideration.*