



City of Kuna Design Review Application

P.O. Box 13
Kuna, Idaho 83634
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Website: www.kunacity.id.gov

FILE NO.: _____

CROSS REF.: _____

FILES: _____

The City of Kuna has adopted a Design Review process whose purpose is to make Kuna a pleasant and comfortable place to live and work. This Design Review process is based on standards and guidelines found in the Design Review Ordinance No. 2007-02 and the Architecture and Site Design Booklet. Both documents can be found online (www.cityofkuna.com) or are picked up in the City's Planning and zoning department is located at 751 W 4th Street, Kuna ID.

The Design Review application applies to the following land use actions:

- ▶ Multi- family dwellings (3 or more)
- ▶ Commercial
- ▶ Industrial
- ▶ Institutional
- ▶ Office
- ▶ Common Area
- ▶ Subdivision Signage
- ▶ Proposed Conversions
- ▶ Proposed changes in land use and/or building use or exterior remodeling
- ▶ Exterior restoration, and enlargement or expansion of existing buildings, signs or sites.

Application Submittal Requirements

Applicant Use		Staff Use
<input type="checkbox"/>	Date of pre- application meeting : _____ <i>Note: Pre-Applications are valid for a period of three (3) months.</i>	<input type="checkbox"/>
<input type="checkbox"/>	A complete Design Review Application form <i>Note: It is the applicant's responsibility to use a current application.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Detailed letter of explanation or justification for the application, describing the project and design elements, and how the project complies with Design Review standards.	<input type="checkbox"/>
<input type="checkbox"/>	One (1) Vicinity Map (8 ½" x 11") at 1" = 300' scale (or similar), label the location of the property and adjacent streets.	<input type="checkbox"/>
<input type="checkbox"/>	One 8 ½" x 11" colored aerial photo depicting proposed site, street names, and surrounding area within five-hundred feet (500').	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Deed; and, if the applicant is not the owner, an original notarized statement (affidavit of legal interest) from the owner (and all interested parties) stating the applicant is authorized to submit this application.	<input type="checkbox"/>

Detailed site, landscape, drainage plan, elevation and to scale. *(No smaller than 1"=30', unless otherwise approved.)*
One of each plan (site, landscape, drainage plan and elevations) is required to be submitted in the following plan sizes:

- (2) 24" x 36" LARGE FORMAT PLANS
- (1) 11" X 17" PLAN REDUCTIONS
- (1) 8 ½" x 11" PLAN REDUCTIONS

Provide a color rendering and material sample board specifically noting where each color and material is to be located on the structure.
Note: Provide photo of the colored rendering and material samples board to City Staff electronically in a JPG or PDF format.

The Applicant is obligated to provide a site plan that graphically portrays the site and includes the following features:

Site Plan

Applicant Use		Staff Use
<input type="checkbox"/>	North Arrow	<input type="checkbox"/>
<input type="checkbox"/>	To scale drawings	<input type="checkbox"/>
<input type="checkbox"/>	Property lines	<input type="checkbox"/>
<input type="checkbox"/>	Name of "Plan Preparer" with contact information	<input type="checkbox"/>
<input type="checkbox"/>	Name of project and date	<input type="checkbox"/>
<input type="checkbox"/>	Existing structures, identify those which are to be relocated or removed	<input type="checkbox"/>
<input type="checkbox"/>	On-site and adjoining streets, alleys, private drives and rights-of-way	<input type="checkbox"/>
<input type="checkbox"/>	Drainage location and method of on-site retention / detention	<input type="checkbox"/>
<input type="checkbox"/>	Location of public restrooms	<input type="checkbox"/>
<input type="checkbox"/>	Existing / proposed utility service and any above-ground utility structures and their location	<input type="checkbox"/>
<input type="checkbox"/>	Location and width of easements, canals and drainage ditches	<input type="checkbox"/>
<input type="checkbox"/>	Location and dimension of off-street parking	<input type="checkbox"/>
<input type="checkbox"/>	Locations and sizes of any loading area, docks, ramps and vehicle storage or service areas	<input type="checkbox"/>
<input type="checkbox"/>	Trash storage areas and exterior mechanical equipment, with proposed method of screening	<input type="checkbox"/>
<input type="checkbox"/>	Sign locations <i>(a separate sign application must be submitted with this application)</i>	<input type="checkbox"/>
<input type="checkbox"/>	On-site transportation circulation plan for motor vehicles, pedestrians and bicycles	<input type="checkbox"/>
<input type="checkbox"/>	Locations and uses of ALL open spaces	<input type="checkbox"/>
<input type="checkbox"/>	Locations, types and sizes of sound and visual buffers <i>(Note: all buffers must be located outside the public right-of-way)</i>	<input type="checkbox"/>
<input type="checkbox"/>	Parking layout including spaces, driveways, curb cuts, circulation patterns, pedestrian walks and vision triangle	<input type="checkbox"/>
<input type="checkbox"/>	Locations of subdivision lines <i>(if applicable)</i>	<input type="checkbox"/>
<input type="checkbox"/>	Illustration that demonstrates adequate sight distance is provided for motor vehicles, pedestrians and bicycles	<input type="checkbox"/>
<input type="checkbox"/>	Location of walls and fences and indication of their height and material of construction	<input type="checkbox"/>
<input type="checkbox"/>	Roofline and foundation plan of building, location on the site	<input type="checkbox"/>
<input type="checkbox"/>	Location and designations of all sidewalks	<input type="checkbox"/>
<input type="checkbox"/>	Location and designation of all rights-of-way and property lines	<input type="checkbox"/>

Landscape and Streetscape Plan

The landscape and streetscape plans need to be drawn by the project architect, professional landscape architect, landscape designer, or qualified nurseryman for development's possessing more than twelve thousand (12,000) square feet of private land. The landscaped and streetscape plans must be colored. The Planning Director or City Forester may require the preparation of a landscape plan for smaller developments by one of the noted individuals if the lot(s) have unique attributes.

Applicant Use	Staff Use
<input type="checkbox"/> North Arrow	<input type="checkbox"/>
<input type="checkbox"/> To scale drawings	<input type="checkbox"/>
<input type="checkbox"/> Boundaries, property lines and dimensions	<input type="checkbox"/>
<input type="checkbox"/> Name of "Plan Preparer" with contact information	<input type="checkbox"/>
<input type="checkbox"/> Name of project and date	<input type="checkbox"/>
<input type="checkbox"/> Type and location of all plant materials and other ground covers. <i>Please review the City's plant list and rely upon it to identify the site's planting strategy. Include botanical and common name, quantity, spacing and sizes of all proposed landscape materials at the time of planting, and at maturity. A list of acceptable trees is available upon request from City Planning Staff.</i>	<input type="checkbox"/>
<input type="checkbox"/> Existing vegetation identified by specific size. Identify those which are proposed to be relocated or removed	<input type="checkbox"/>
<input type="checkbox"/> Method of irrigation <i>Note: All plant materials, except existing native plants not damaged during construction or xeriscape species shown not to require regular watering, shall be irrigated by underground sprinkler systems set on a timer in order to obtain proper watering duration and ease of maintenance.</i>	<input type="checkbox"/>
<input type="checkbox"/> Location, description, materials, and cross-sections of special features, including berming, retaining walls, hedges, fences, fountains street/pathway furniture (benches, etc.), etc.	<input type="checkbox"/>
<input type="checkbox"/> Sign locations <i>Note: A separate sign application must be submitted with this application</i>	<input type="checkbox"/>
<input type="checkbox"/> Locations and uses for open spaces	<input type="checkbox"/>
<input type="checkbox"/> Parking layout including spaces, driveways, curb cuts, circulation patterns, pedestrian walks and vision triangle	<input type="checkbox"/>
<input type="checkbox"/> Illustration that demonstrates adequate sight distance is provided for motor vehicles, pedestrians and bicycles	<input type="checkbox"/>
<input type="checkbox"/> Location and designations of all sidewalks	<input type="checkbox"/>
<input type="checkbox"/> Clearly identify pressurized irrigation lines and underground water storage	<input type="checkbox"/>
<input type="checkbox"/> Engineered grading and drainage plans: A generalized drainage plan showing direction drainage with proposed on-site retention. Upon submission of building/construction plans for an approved design review application, a detailed site grading and drainage plan, prepared by a registered professional engineer (PE) shall be submitted to the City for review and approval by the City Engineer.	<input type="checkbox"/>

Building Elevations

Applicant
Use

Detailed elevation plans of each side of any proposed building(s) or additions(s)
Note: Four (4) elevations to include all sides of development and must be in color

Identify the elevations as to north, south, east, and west orientation

Colored copies of all proposed building materials and indication where each material and color application is to be located

Note: Submit as 11"x17" reductions

Screening/treatment of mechanical equipment

Provide a cross-section of the building showing any roof top mechanical units and their roof placement

Detailed elevation plans showing the materials to be used in construction of trash enclosures

Staff
Use

Lighting Plan

Applicant
Use

Exterior lighting including detailed cut sheets and photometric plan (pedestrian, vehicle, security, decoration)

Types and wattage of all light fixtures

Note: The City encourages use of "dark sky" lighting fixtures

Placement of all light fixtures shown on elevations and landscaping plans

Staff
Use

Roof Plans

Applicant
Use

Size and location of all roof top mechanical units

Staff
Use

Design Review Application

Applicant: _____ Phone: _____
 Owner Representative Fax/Email: _____

Applicant's Address: _____
_____ Zip: _____

Owner: _____ Phone: _____

Owner's Address: _____ Email: _____
_____ Zip: _____

Represented By: *(if different from above)* _____ Phone: _____

Address: _____ Email: _____
_____ Zip: _____

Address of Property: _____
_____ Zip: _____

Distance from Major Cross Street: _____ Street Name(s): _____

Please check the box that reflects the intent of the application

- | | |
|---|--|
| <input type="checkbox"/> BUILDING DESIGN REVIEW | <input type="checkbox"/> DESIGN REVIEW MODIFICATION |
| <input type="checkbox"/> SUBDIVISION / COMMON AREA LANDSCAPE | <input type="checkbox"/> STAFF LEVEL APPLICATION |

This Design Review application is a request to construct, add or change the following: *(Briefly explain the nature of the request.)*

1. Dimension of Property: _____

2. Current Land Use(s): _____

3. What are the land uses of the adjoining properties?

North: _____

South: _____

East: _____

West: _____

4. Is the project intended to be phased, if so what is the phasing time period? _____

Please explain: _____

5. The number and use(s) of all structures: _____

6. Building heights: _____ Number of stories: _____
The height and width relationship of new structures shall be compatible and consistent with the architectural character of the area and proposed use.

Note: The maximum building height for each zoning district is as follows:

L-O: 35'	C-2: 60'	CBD: 80'	M-2: 60'	P: 60'
C-1: 35'	C-3: 60'	M-1: 60'	M-3: 60'	

7. What is the percentage of building space on the lot when compared to the total lot area? _____
8. Exterior building materials & colors: *(Note: This section must be completed in compliance with the City of Kuna Ordinance No. 2007-21A (as amended); found online at www.cityofkuna.com under the City Code.*

MATERIAL **COLOR**

Roof: _____ / _____

Walls: *(State percentage of wall coverage for each type of building material below for each frontage wall) If there is not adequate space to identify the various building materials and applications, please list them on the attached sheet of this application. Please attach photos to support application types.*

% of Wood application:	_____	/	_____
% EIFS: <i>(Exterior Insulation Finish System)</i>	_____	/	_____
% Masonry:	_____	/	_____
% Face Block:	_____	/	_____
% Stucco:	_____	/	_____
& other material(s):	_____	/	_____
List all other materials:	_____		
Windows/Doors: <i>(Type of window frames & styles / doors & styles, material)</i>	_____	/	_____
Soffits and fascia material:	_____	/	_____
Trim, etc.:	_____	/	_____
Other:	_____	/	_____

9. Please identify Mechanical Units: _____
Type/Height: _____
Proposed Screening Method: _____

10. Please identify trash enclosure: *(size, location, screening & construction materials)* _____

11. Are there any irrigation ditches/canals on or adjacent to the property? _____
If yes, what is the name of the irrigation or drainage provider? _____

12. Fencing: *(Please provide information about new fencing material as well as any existing fencing material)*
Type: _____

Size: _____

Location: _____

(Please note that the City has height limitations of fencing material and requires a fence permit to be obtained prior to installation)

13. Proposed method of On-site Drainage Retention/Detention: _____

14. Percentage of Site Devoted to Building Coverage: _____

% of Site Devoted to Landscaping: _____ Square Footage: _____
(Including landscaped rights-of-way)

% of Site that is Hard Surface: _____ Square Footage: _____
(Paving, driveways, walkways, etc.)

% of Site Devoted to other uses: _____

Describe: _____

% of landscaping within the parking lot (landscaped islands, etc.): _____

15. For details, please provide dimensions of landscaped areas within public rights-of-way: _____

16. Are there any existing trees of 4" or greater in caliper on the property? *(Please provide the information on the site plans.)*

If yes, what type, size and the general location? *(The City's goal is to preserve existing trees with a four inch (4") or greater caliper whenever possible):*

17. Dock Loading Facilities:

Number of docking facilities and their location: _____

Method of screening: _____

18. Pedestrian Amenities: *(bike racks, receptacles, drinking fountains, benches, etc.)* _____

19. Setbacks of the proposed building from property lines:

Front _____ -feet Rear _____ -feet Side _____ -feet Side _____ -feet

20. Parking requirements: _____

Total Number of Parking Spaces: _____ Width and Length of Spaces: _____

Total Number of Compact Spaces 8'x17': _____

21. Is any portion of the property subject to flooding conditions? Yes _____ No _____

IF THE PLANNING DIRECTOR OR DESIGNEE, THE DESIGN REVIEW BOARD AND/OR THE CITY COUNCIL DETERMINE THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND/OR IF OTHER UNFORESEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RE-SCHEDULED BY THE CITY. APPLICANT/REPRESENTATIVE MUST ATTEND THE DESIGN REVIEW BOARD MEETING/PLANNING AND ZONING MEETINGS.

The Ada County Highway District may also conduct public meetings regarding this application. IF you have questions about the meeting date or the traffic that this development may generate or the impact of that traffic on streets in the area, please contact the Ada County Highway District at 208.387.6170. In order to expedite your request, please have ready the file number indicated in this notice.

Signature of Applicant _____ Date _____

City staff comments:

Signature of receipt by City Staff _____ Date _____

FOR ADDITIONAL INFORMATION:
(Please list page number and item in reference)

