



City of Kuna

Design Review Application

P.O. Box 13
Kuna, Id 83634
(208) 922-5274
Fax: (208) 922-5989
Website: www.cityofkuna.com

File No. : _____
Cross Ref. : _____
File Name: _____

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 Design Review Ordinance No. 2007-02 and the Architecture and Site Design Booklet. Both of these documents can be found online (www.cityofkuna.com) or picked up in the City's Planning and Zoning department located at 763 W Avalon, Kuna, ID. Staff is glad to assist you with your application form.

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

Date of pre-application meeting: _____

Note: Pre-Applications are valid for a period of three (3) months.

A complete Design Review Application form

Note: It is the applicant's responsibility to use a current application.

Detailed letter of explanation or justification for the application, describing the project and design elements, and how the project complies with Design Review standards.

One (1) Vicinity Map (8 1/2" x 11") at 1" = 300' scale (or similar), label the location of the property and adjacent streets.

One 8 1/2" x 11" colored aerial photo depicting proposed site, street names, and surrounding area within five-hundred feet (500'). The purpose of the photo is to view the site for existing features and adjacent sites.

Copy of Deed; **and**, if the applicant is not the owner, an **original** notarized statement (Affidavit of Legal Interest) from the owner stating the applicant is authorized to submit this application.

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:

- (1) 24" x 36" TO SCALE COPY*
- (1) 11" X 17" REDUCTION*
- (1) 8 ½" X 11" REDUCTION*

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 the 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

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

Landscape and Streetscape Plan

Landscape and streetscape plans need to be drawn by the project architect, professional landscape architect, landscape designer, or qualified nurseryman for developments possessing more than twelve thousand (12,000) square feet of private land.

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

North arrow

To Scale drawing

Boundaries, property lines and dimensions

Name of "Plan Preparer" with contact information

Name of project and date

Type and location of all plant materials and other ground covers.

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 attached to the Design Review Booklet. If there are any questions, please call the City's Urban Forester, Natalie Reeder, at 208-880-0953.

Existing vegetation identified by specific size. Identify those which are proposed to be relocated or removed.

Method of irrigation.

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.

Location, description, materials, and cross-sections of special features, including berming, retaining walls, hedges, fences, fountains, street furniture (*benches etc.*), etc.

Sign locations

Note: A separate sign application must be submitted with this application.

Locations and uses for open spaces

Parking layout including spaces, driveways, curb cuts, circulation patterns, pedestrian walks and vision triangle

Illustration that demonstrates adequate sight distance is provided for motor vehicles, pedestrians and bicycles

Location and designations of all sidewalks

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.

Building Elevations

Applicant
Use

Staff
Use

Detailed elevation plans of each side of any proposed building(s) or addition(s).

Note: Four (4) elevations to include all sides of development.

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 x 17 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

Lighting Plan

Applicant
Use

Staff
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

Roof Plans

Applicant
Use

Staff
Use

Size and location of all roof top mechanical units

Design Review Application

Applicant: _____ Phone: _____
Owner Purchaser Lessee

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: _____

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

Please Check the box that reflects that intent of the application:

**BUILDING DESIGN REVIEW
SUBDIVISION/Common Area Landscape**
(In some circumstances this may apply)

**DESIGN REVIEW MODIFICATION
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; found online at www.cityofkuna.com) under the City Code: Ordinances Pending Codification)*

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:	_____	/	_____
& of 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, do you know 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. Storm Drainage:
Proposed Method of On-site Drainage Retention/Detention: _____

14. Percentage of Site Devoted to Building Coverage: _____
% of Site Devoted to Landscaping: _____ Square Footage: _____
% of Site that is hard Surfaces
(paving, driveways, walkways, etc.): _____ Square Footage: _____
% of Site Devoted to Other Uses: _____
Describe: _____
% of landscaping within the parking lot (landscaped islands, etc.): *(Please see Kuna City Ordinance 2006-100)*

15. For details, please provide dimensions of landscaped areas within public right-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 greater than a four inch (4") 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 yes, you must submit a Floodplain Development Permit Application with this Design Review application.)

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 RESCHEDULED 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 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 _____

