



## City of Bellevue

115 E Pine Street

P. O. Box 825 Bellevue, ID 83313

208-788-2128 Fax 208-788-2092

### **Administrative Design** **Review Application**

Applicant Information			
Business / Project Name:			
Owner / Applicant Name:			
Phone #:	Fax #:	email:	
Service Location:			
Mailing Address:			
Property Physical Address:			
Property Legal Description:			
Business Type: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Other			
Current Zoning: <input type="checkbox"/> Business <input type="checkbox"/> Limited Business/Res <input type="checkbox"/> Light Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Transitional			
Application for : <input type="checkbox"/> ADU <input type="checkbox"/> Setback Variance			
Project Description			
Business / Project Description:			
Structure Design: <input type="checkbox"/> Stick Built <input type="checkbox"/> Modular <input type="checkbox"/> Manufactured/ Mobile (HUD) <input type="checkbox"/> Container			
Existing Sq Ft:	New Sq Ft:	Total Sq. Ft:	Lot Sq Ft:
Living Quarters Included? <input type="checkbox"/> No <input type="checkbox"/> Yes , please describe: _____			
Parking Requirements: (See City Code- Zoning Regulations Title 10) _____			
Acknowledgement			
<p>*This application is due no less than 15 days prior to the next regularly scheduled meeting date of the Bellevue Planning &amp; Zoning Commission with all of the required material itemized in Chapter 19, Design Review, and Bellevue City Ordinance 86-03.</p> <p><b>*Design Review Application Fees:</b> Non-Residential = Base fee \$400.00 + \$25.00 per each 1,000 square feet of gross floor area Residential = \$Base fee \$200.00 1-6 unites. 7+ unites an additional \$25.00 per unit will be charged.</p> <p><b>*ALL LEGAL, ENGINEERING AND OTHER CONSULTANT FEES SHALL BE REIMBURSED AT 100%</b></p> <p>Applicant's Signature: _____ Date: _____</p>			
Official Use Only			
Date Received: _____ Check #: _____ CD Director Signature: _____			



## DESIGN REVIEW APPLICATION PROCEDURES

CITY OF BELLEVUE- COMMUNITY DEVELOPMENT DEPARTMENT  
115 East Pine Street/ P.O. Box 825/ Bellevue, ID 83313  
Telephone: (208) 788-2128 ext. 8

*The following materials and information together with the application form and fees shall constitute a complete application for design review and shall be filed by the applicant prior to consideration of the application by the Commission.*

- 1) Site map of the property upon which the proposed construction is to occur shall be submitted in sufficient detail to show the following:**
  - a) Exterior boundary lines of the property together with dimensions;
  - b) Location of proposed and existing structures with dimensions thereof showing the setback of each structure from the nearest property line;
  - c) Location of on-site parking spaces, ADA accessible spaces, loading zones and access thereto, including the dimensions of the spaces and the width and length of access;
  - d) Location and dimensions of snow storage areas;
  - e) Location of dumpster and/or garbage can storage areas including the dimensions and proposed fencing or other screening;
  - f) Designation of the zoning district in which the project is located;
  - g) Location of vehicular and pedestrian circulation patterns, easements and proposed improvements with regard thereto;
  - h) Contour lines of five (5) foot intervals to show proposed slope and topography of the property;
  - i) Location of existing and proposed adjacent street rights-of-way, fire hydrants, sewer lines, water lines and other utilities, and plans for the separate connection to and extension of each utility to each unit or building;
  - j) Indication of direction of snow slide from roof and drip line of all buildings
  - k) Location of existing structures on adjacent properties;
  - l) Location of onsite trash and personal property storage.
  - m) (1) one large and (7) seven reduced vicinity maps depicting adjacent streets, flood plains, applicable zoning and comprehensive land use designations.
- 2) Preliminary Schematic Drawings of the proposed construction shall be submitted to show the following:**
  - a) Floor plan at not less than one-eighth (1/8) scale;
  - b) (7) seven reduced exterior elevations with facades and other exterior elements shown in color;
  - c) Type and color of exterior materials and roofing with samples thereof;
  - d) Location and type of exterior lighting;
  - e) A colored model shall be submitted for all new buildings not including additions or buildings less than 3,000 sq. ft.
- 3) Landscape Plan and legend shall be submitted in sufficient detail to show the following:**
  - a) (1) one large and (7) seven proposed landscape plans of the project including calculations depicting percentage of land area being landscaped, types and size of trees, ground cover and other vegetation;
  - b) Proposed excavation or land fill including resulting slope grades;
  - c) Location and height of walls or fences;
  - d) Drip or other low consumption irrigation system for landscaping;
  - e) Drainage plan including off-site improvements.
  - f) Street trees shall be a minimum of 3" caliper and planted at spacing not less than one tree for every 35' of public street right-of-way, excluding alleys. All trees shall comply with the Bellevue Street Tree guidelines and obtain an approved encroachment permit from ITD or City of Bellevue.