



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 & Zoning Commission with all of the required material itemized in Chapter 19, Design Review, and Bellevue City Ordinance 86-03.</p> <p>*Design Review Application Fees:</p> <p>Non-Residential = Base fee \$400.00 + \$25.00 per each 1,000 square feet of gross floor area</p> <p>Residential = \$Base fee \$200.00 1-6 unites. 7+ unites an additional \$25.00 per unit will be charged.</p>		
<p>*ALL LEGAL, ENGINEERING AND OTHER CONSULTANT FEES SHALL BE REIMBURSED AT 100%</p>		
Applicant's Signature: _____ Date: _____		
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.