



# DESIGN REVIEW APPLICATION

**STAFF USE ONLY**  
Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Project # \_\_\_\_\_

## REQUIRED SUBMITTALS

**Application Fee: \$ 700.00**

*Publication Fee: \$300.00*

*Mailing Fee: \$6.00 per public hearing*

A **COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department located at <http://cdaid.org/1105/departments/planning/application-forms>.

- Completed application form**
- Application, Publication, and Mailing Fees**
- A report(s) by an Idaho licensed Title Company:** Owner's list and three (3) sets of mailing labels with the owner's addresses prepared by a title company, using the last known name/address from the latest tax roll of the County records. This shall include the following:
  1. All property owners within 300ft of the external boundaries. *\* Non-owners list no longer required\**
  2. All property owners with the property boundaries.
- A report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company and a copy of the tax map showing the 300ft mailing boundary around the subject property. The report(s) shall be a full Title Report and include the Listing Packet.
- A written narrative:** Description of proposal and/or property use.
- A legal description:** in MS Word compatible format, together with a meets and bounds map stamped by a licensed Surveyor.
- Infill Design Guideline Worksheet:** (Attached) Please fill out the appropriate Infill Worksheet for your project.

## APPLICATION DOCUMENTS:

**A. Purpose of Application Submittals:** Purpose of Application Submittals: A development applicant shall participate in the design review process as required by this Article before substantive design decisions are fixed and difficult or expensive to alter. The City will work with the applicant in a collaborative fashion so that the goals of both the City and the applicant can be met to the greatest degree possible, and to address the concerns of neighbors and the community.

In order for this process to work effectively, the applicant must be willing to consider options for the project's basic form, orientation, massing, relationships to existing sites and structures, surrounding street and sidewalks, and appearance from a distance.

**B. Materials to Be Submitted for Initial Meeting with Planning Staff:** Not later than fifteen (15) days before the Initial Meeting with staff, the applicant must submit the supplemental and updated information required by this subsection to the Director. If all required items are not submitted two weeks prior to the scheduled meeting, the Director may postpone the Initial Meeting to a later date. Prior to the Initial Meeting with Planning staff, all Floor Area Ratio

(F.A.R.) development bonuses must be approved by the Community Planning Director, or his or her designee.

After the Initial Meeting, the Director shall schedule the Second Meeting with the Commission for a date not less than thirty (30) days after the Initial Meeting. In the Director's discretion, any meeting may be scheduled at an earlier or later date if it is in the best interests of the Commission, the applicant, or staff.

1. A complete application (including the applicable fee); and
2. A site map, showing property lines, rights of way, easements, topography, existing and proposed building footprints (if applicable), major landscaped areas, parking, access, sidewalks amenities and public areas; and
3. A context map, showing building footprints and uses of parcels within three hundred feet (300'); and
4. A written narrative including: A summary of the development plan including the areas for each use, number of floors, ~~etc.~~ total square footage and total acreage, and any information that will clarify the proposed project); and; a detailed description of how the project meets each applicable design guideline and design standards, including images/exhibits, and any design departures, and all revisions to the project made as a result of the initial meeting with staff. The narrative shall also include a description and photos detailing proximity to major roads, view corridors, and neighborhood context.
5. General parking information including the number of stalls, dimensions of the parking stalls, access point(s), circulation plan, any covered parking areas, bicycle parking (included enclosed bike storage areas), and whether the parking will be surface or structured parking; and
6. An ownership list prepared by a title insurance company, listing the owners of property within a three hundred foot (300') radius of the external boundaries of the subject property. The list shall include the last known name and address of such owners as shown on the latest adopted tax roll of the county; and
7. Photographs of nearby buildings that are visible from the site, from different vantage points with a key map; and
8. Views of the site, with a key map; and
9. A generalized massing, bulk and orientation study of the proposal; and
10. Elevations of the conceptual design for all sides of the proposal and an elevation along the block, showing massing of the proposal; and
11. An exhibit showing existing and proposed grade; and
12. Project inspiration images.

13. Sample of materials and colors, both physically and an electronic copy; and
14. A PowerPoint presentation that includes a detailed description of how the project meets each finding and any design departures, and addressing all of the items required in the narrative.

**C. Materials to Be Submitted for First Meeting with Design Review Commission:** Not later than the first working day of the month, the DRC Meeting, the applicant must submit the items required by this subsection to the Director. If all required items are not submitted in a timely manner, the Director may postpone the Meeting to a later date.

1. All items required for the first meeting with staff with any changes; and
2. A narrative demonstrating all revisions to the project made as a result of the meeting with staff, and referencing the project's compliance with the applicable design guidelines, including images/exhibits, and design departures.
3. A refined site plan with major landscaped areas, parking, access, circulation, sidewalks and public/private amenities; and
4. Refined elevations; and
5. Perspective sketches (but not finished renderings); and
6. A conceptual model is strongly suggested (this can be a computer model).

**D. Materials To Be Submitted For The Optional Second Meeting With Design Review**

**Commission:** At the time of the First Meeting with the DRC, the Commission shall determine whether the review of the project would benefit from an additional DRC Meeting to review project changes in response to the first DRC Meeting or is necessary based on all the circumstances. If the Commission decides that a subsequent Meeting will be beneficial or necessary, the Director or his/her designee shall schedule such meeting in accordance is § 17.09.325(C). Not later than fifteen (15) days before the subsequent Meeting, the applicant must submit the items required by this subsection to the Director. If all required items are not submitted two weeks prior to the scheduled meeting, the Director may postpone the subsequent Meeting to a later date.

1. Refined site plan and elevations for all sides of the proposal; and
2. Large scale drawings of entry, street level facade, site amenities; and
3. Samples of materials and colors, electronic copy of materials and colors, and physical samples of the materials will need to be brought to the meeting; and
4. Finished perspective rendering(s) for all sides; and
5. Elevations; and

6. A narrative demonstrating all revisions to the project made as a result of the previous Meeting.

**DEADLINE FOR SUBMITTALS:**

A complete application and applicable fee for design review under this Article shall be made on a form prescribed by, and filed with, the Director. The completed application must be filed not later than the first working day of the month and the Initial Meeting with the Commission will be held on the fourth Thursday of ~~the~~ the following month, unless otherwise directed by the Commission or Director and duly noticed. The Director shall schedule the Initial Meeting before the Commission upon receipt of the completed application in accordance with this subsection.

All supplemental information to be added to the application file must be received by the Planning Department no later than five (5) working days prior to the meeting date for this item. *17.09.305 TITLE & PURPOSE.*

**PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:**

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done one (1) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posed on the property is also required and must be returned to the Planning Department.

**APPLICATION INFORMATION**

<b>PROPERTY OWNER:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS: ENGINEER OTHER</b>
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

**FILING CAPACITY**

- Recorded property owner as to of \_\_\_\_\_
- Purchasing (under contract) as of \_\_\_\_\_
- The Lessee/Renter as of \_\_\_\_\_
- Authorized agent of any of the foregoing, duly authorized in writing. *(Written authorization must be attached)*

**SITE INFORMATION:**

<b>PROPERTY LOCATION OR ADDRESS OF PROPERTY:</b>
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<b>EXISTING ZONING (CHECK ALL THAT APPLY):</b> <b>R-1</b> <input type="checkbox"/> <b>R-3</b> <input type="checkbox"/> <b>R-5</b> <input type="checkbox"/> <b>R-8</b> <input type="checkbox"/> <b>R-12</b> <input type="checkbox"/> <b>R-1</b> <input type="checkbox"/> <b>MH-8</b> <input type="checkbox"/> <b>NC</b> <input type="checkbox"/> <b>C-17</b> <input type="checkbox"/> <b>C-17L</b> <input type="checkbox"/> <b>DC</b> <input type="checkbox"/> <b>LM</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>NW</b> <input type="checkbox"/>		
<b>TAX PARCEL #</b>	<b>TOTAL NUMBER OF LOTS:</b>	<b>ADJACENT ZONING:</b>
<b>GROSS AREA/ACRES:</b>	<b>CURRENT LAND USE:</b>	<b>ADJACENT LAND USE:</b>
<b>DESCRIPTION OF PROJECT/REASON FOR REQUEST:</b>		

**CERTIFICATION OF APPLICANT:**

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this  
*(Insert name of applicant)*  
 request and knows the contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
*(applicant)*

Notary to complete this section for applicant:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Idaho Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
*(notary)*

**CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:**

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Signed by Owner: \_\_\_\_\_

# CITY OF COEUR D'ALENE

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PLANNING DEPARTMENT

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public for Idaho Residing at:\_\_\_\_\_

My commission expires:\_\_\_\_\_

Signed:\_\_\_\_\_ *(notary)*



<b><u>Infill Overlay Districts Review Sheet</u></b> <b><u>(17.07.900)</u></b>	REVIEWED BY:	DATE:
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<b>INFILL DESIGNATION</b>	<input type="checkbox"/> MO	<input type="checkbox"/> DO-N	<input type="checkbox"/> DO-E
<b>DESIGN REVIEW REQUIRED</b>	<input type="checkbox"/> YES		<input type="checkbox"/> NO
<b>ACTIVITY PERMITTED</b> (All 3) (DO-E&N)	<input type="checkbox"/> YES		<input type="checkbox"/> NO

<b>F.A.R. MULTIPLIER =</b> (bonus items must be provided)  (F.A.R.+ bonus x SF of lot) <b>Grand Total of SF Allowed:</b>	<b>Overlay</b>	<b>Residential</b>		<b>Non-Residential</b>		<b>Combined Maximum</b>
		<i>Basic</i>	<i>With Bonus</i>	<i>Basic</i>	<i>With Bonus</i>	
	MO	1.0	2.0	0.5	1.0	3.0
	DO-N	1.0	2.0	0.3	0.9	2.9
	DO-E	<b>0.5</b>	1.0	0.3	0.6	1.6

<b>MINOR BONUS = F.A.R.</b> (0.2 each)	<input type="checkbox"/>	Streetscape Features	<i>Seating, pedestrian lights, trees, or special paving</i>
	<input type="checkbox"/>	Common Court Yard	<i>4% of floor area – paved &amp; 30% landscaped</i>
	<input type="checkbox"/>	Canopy Over Public Sidewalk	<i>5' width for 75% of frontage – 8' to 10' height</i>
	<input type="checkbox"/>	Alley Enhancement	<i>Pedestrian scaled lighting, special paving, and rear entrances intended to encourage pedestrian use of the alley.</i>
	<input type="checkbox"/>	Upgraded Building Materials	<i>Use of brick and stone on the building facades that face streets</i>
	<input type="checkbox"/>	Preservation of Grand Scale Trees	<i>Deciduous &amp; evergreen 20" diameter, measured at 4.5' above ground, and/or 45' height. Health and compatibility with the proposed development shall be reviewed by <b>city urban forester</b>. The number of trees preserved in order to satisfy this criterion is left to the discretionary review process.</i>

<b>MAJOR BONUS = F.A.R.</b> (0.5 each)	<input type="checkbox"/>	Exterior Public Space	<i>Public use from 7:00 A.M. to dusk. Must be 2% of the total interior floor space of the development and no dimension shall be less than 8'. Landscaping, textured paving, pedestrian scaled lighting, and seating must be included.</i>
	<input type="checkbox"/>	Public Art or Water Feature	<i>Appraised value (1%) of the value of building construction costs. Documentation of building costs and appraised value of the art or water feature shall be provided.</i>
	<input type="checkbox"/>	Through Block Pedestrian Connection	<i>Walkway must be at least six feet (6') wide and allow the public to walk between a street and an alley or another street. The walkway must be flanked with plantings and pedestrian scaled lighting.</i>
	<input type="checkbox"/>	Below Structure Parking	<i>All required parking must be contained within a structure that is below grade.</i>

<b>HEIGHT =</b>	<input type="checkbox"/> MO (45')	<input type="checkbox"/> DO-N (45')	<input type="checkbox"/> DO-E (35' res. or 38' com.)
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**Principal Structures Near District Boundaries:** The height of principal structures located within fifty feet (50') of districts having a lower height limit shall not exceed the height limit for the adjacent district.

**Accessory Structures:** The height of accessory structures, including detached garages, shall not exceed fourteen feet (14') measured to the high point of a flat or the ridge of a low slope roof or eighteen feet (18') measured to the ridge of a medium to high slope roof.

<b>PARKING</b> (see main sheet for breakdown of space requirements)  <b>Grand Total:</b>	<input type="checkbox"/> <b>Residential Units</b> (see drop down for requirements)						<input type="checkbox"/> <b>Commercial</b>	<input type="checkbox"/> <b>Shared</b>
	MO & DO-E			DO-N			1 space per 330 SF	Per Plan Dir
	<i>Elderly</i>	<i>Studio</i>	<i>1 B/R</i>	<i>2 B/M</i>	<i>3 B/R</i>	<i>4+ B/R</i>	*Restaurant over 1000SF (1 space per 200 SF)	*Different uses (20% reduction)

<b>MEETS DESIGN STANDARDS</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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<b>NOTE: If 3 level need “massing” (Base, middle, top)</b>		
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**DESIGN GUIDELINES WORKSHEET FOR: C-17**

In order to approve the request, the Design Review Commission will need to consider any applicable design guidelines for the proposed project (Please fill out and submit with your application)

- *Curb Cuts*
- *Sidewalks Along Street Frontages*
- *Street Trees*
- *Grand Scale Trees.*
- *Walkways*
- *Residential/Parking Lot Screening*
- *Parking Lot Landscaping*
- *Lighting*
- *Screening of Service and Trash Areas*
- *Screening of Rooftop Equipment*
- *Entrance Visible from Street*
- *Windows Facing Street*
- *Treatment of Blank Walls*



**DESIGN GUIDELINES WORKSHEET FOR: East Design Guidelines (DO-E)**

In order to approve the request, the Design Review Commission will need to consider any applicable design guidelines for the proposed project (Please fill out and submit with your application)

- General Landscaping
- Screening of Parking Lots
- Screening of Trash/Service Areas
- Lighting Intensity
- Screening of Rooftop Mechanical Equipment
- Curb Cuts: Width and Spacing
- Parking Lot Landscape
- Location of Parking
- Grand Scale Trees
- Identity Elements
- Fences Next to Sidewalks
- Walls Next to Sidewalks
- Curbside Planting Strips
- Unique Historic Features
- Entrances
- Orientation to the Street
- Treatment of Blank Walls
- Integration of Signs with Architecture
- Creative/Individuality of Signs
- Minimum/Maximum Setbacks
- Roof Pitch
- Building Bulk and Spacing

**DESIGN GUIDELINES WORKSHEET FOR: East Design Guidelines (DO-N)**

In order to approve the request, the Design Review Commission will need to consider any applicable design guidelines for the proposed project (Please fill out and submit with your application)

- General Landscaping
- Screening of Parking Lots
- Screening of Trash/Service Areas
- Lighting Intensity
- Screening of Rooftop Mechanical Equipment
- Width and Spacing of Curb Cuts
- Parking Lot Landscape
- Location of Parking
- Grand Scale Trees
- Identity Elements
- Fences Next to Sidewalks
- Walls Next to Sidewalks
- Curbside Planting Strips
- Unique Historic Features
- Entrances
- Orientation to the Street
- Massing: Base/middle/top
- Treatment of Blank Walls
- Accessory Buildings
- Integration of Signs with Architecture
- Creative/Individuality of Signs
- Setbacks Adjacent to Single Family
- Minimum/Maximum Setbacks

**DESIGN GUIDELINES WORKSHEET FOR: Downtown Core (DC)**

In order to approve the request, the Design Review Commission will need to consider any applicable design guidelines for the proposed project (Please fill out and submit with your application)

- *Location of Parking*
- *Screening of Parking Lots*
- *Parking Lot Landscaping*
- *Sidewalk Uses*
- *Width And Spacing of Curb Cuts*
- *Screening of Trash/Service Areas*
- *Lighting Intensity*
- *Gateways*
- *Maximum Setback*
- *Orientation To The Street*
- *Entrances*
- *Massing*
- *Ground Level Details*
- *Ground Floor Windows*
- *Weather Protection*
- *Treatment of Blank Walls*
- *Screening of Parking Structures*
- *Roof Edge*
- *Screening Of Rooftop Mechanical Equipment*
- *Unique Historic Features Integration of Signs with Architecture*
- *Creativity/Individuality Of Signs*

**DESIGN GUIDELINES WORKSHEET FOR: MIDTOWN OVERLAY DISTRICT (MO)**

In order to approve the request, the Design Review Commission will need to consider any applicable design guidelines for the proposed project (Please fill out and submit with your application)

- General Landscaping
- Screening of Parking Lots
- Screening of Trash/Service Areas
- Lighting Intensity
- Screening of Rooftop Mechanical Equipment
- Parking Lot Landscape
- Location of Parking
- Grand Scale Trees
- Identity Elements
- Fences Next to Sidewalks
- Walls Next to Sidewalks
- Curbside Planting Strips
- Unique Historic Features
- Entrances
- Orientation to the Street
- Treatment of Blank Walls
- Integration of Signs with Architecture
- Creativity/Individuality of Signs
- Sidewalk Uses
- Maximum Setback
- Ground Floor Windows
- Ground Level Details
- Roof Edge
- Width and Spacing of Curb Cuts
- Massing: Base/middle/top
- Accessory Buildings
- Setbacks Adjacent To Single Family