

# ADC MINOR PROJECT APPLICATION



**Sun Valley Elkhorn Association Inc.**

PO Box 1708 Sun Valley, ID 83353 ~ Phone 208-622-7420 ~ Fax 208-622-3215

[www.elkhorninsunvalley.com](http://www.elkhorninsunvalley.com) ~ [svea@elkhorninsunvalley.com](mailto:svea@elkhorninsunvalley.com)



**ELKHORN**  
IN SUN VALLEY

Dear Elkhorn Property Owners:

Every Exterior Improvement to your home or property strengthens the SVEA mission to preserve the beauty of the Elkhorn Community. It is the common desire, intent, and purpose to create a community of high quality development, design and construction in which the natural character of the area is preserved and complemented.

In order to streamline our review process for property owners in Elkhorn, we have implemented a simplified application process for many minor home improvement projects which, with the applicable prior notice to neighboring owners, may be reviewed and approved by the ADC Manager. Please check the following form to see if the project you are considering is included. If so, complete the application and return it along with a plan and any information noted in the "Requirements" column. We will then contact you to discuss your application.

If a neighbor or the ADC Manager has concerns, the project will need to be referred to the Architectural Design Committee for full review and approval, as with all other construction and landscape projects not included on this list. Should this become necessary, additional fees and plan details may be required.

We look forward to assisting you with your project and are available for any questions at 208-622-7420, or [sue@elkhorninsunvalley.com](mailto:sue@elkhorninsunvalley.com).

Thank you for your participation in the beautification of Elkhorn!

Sincerely,

*Sue Ahern*

Architectural Design Committee Manager



## SUN VALLEY ELKHORN ASSOCIATION ADC Minor Project Application

Date of Application \_\_\_\_\_

Location of Project / Elkhorn Account # \_\_\_\_\_

Owner of Property \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Detailed Description of your project \_\_\_\_\_

For Minor Project Applications, where applicant is seeking administrative approval, notification of neighbors, by certificate of mailing may be required. Notice shall state the date administrative approval may be granted absent any objection from neighboring property owners. When notice is required, the applicant shall complete and submit Schedule C or C-1 together with a list of the names and addresses of neighbors within 100' of the property corners. The names and addresses for owners within 100' of the property corners can be obtained from the ADC Manager. The applicant has the option to complete the required notice process (Using Form C-1) and certified mailing requirements, upon prior approval by the ADC Manager, and have waived up to \$100 of any applicable approval fees, or, the applicant (Using Form C) can pay the stated fees and request the ADC Manager prepare and mail the notices via certified mail to each owner. Certified mail shall mean United States Post Office certificate of mailing.

Locate your Improvement Project on the list below and submit ALL required items with this application. If there is a fee required for your Improvement Project, and you elect to have the notification process completed by SVEA staff, please make your check payable to Sun Valley Elkhorn Association (SVEA). Submit to: SVEA, PO Box 1708, Sun Valley, ID 83353 or Fax to: 208-622-3215 or -mail to [sue@elkhorninsunvalley.com](mailto:sue@elkhorninsunvalley.com), or deliver to the Harker Center Offices.

**Note:** Any proposed projects located in a sub-association must obtain the sub-association's written approval prior to submitting to SVEA.

PROJECT TYPE	REQUIREMENTS	FEES		NOTICE TO NEIGHBORS
		Property Owner	Entire Association Projects	(Allow 2 Weeks)
<b>STRUCTURES</b>				
Change paint / stain color	Color samples and location description	NO	\$100	TDB
Change roof material	Roof material sample	NO	\$100	TBD
Change siding material	Color sample, plan	\$100	\$250	YES
Replace / add exterior lighting	Cut sheet, color, must be dark sky compliant	TBD	\$100	TBD
Replace garage doors	Cut sheet, color, size	NO	\$100	TBD
Replace windows/doors (same sizes)	Cut sheet, color, size	TBD	\$100	TBD
Add/remove windows/doors/sky lights	Cut sheet, color, size, sub-assoc. approval	TBD	\$100	TBD
Deck extension	Submit a plan, sub-assoc. approval (Standard Plan)	\$100	\$100	YES
Privacy walls	Submit a plan, sub-assoc. approval	\$100	\$100	YES
Simple revisions to approved plan	Submit a revised plan	TBD	TBD	TBD

<b>LANDSCAPE</b>				
Tree removal (dead, diseased, crowded)	Submit plan, identify on site	TBD	TBD	TBD
Tree addition	Submit plan showing location, species, size, etc.	TBD	TBD	TBD
Sucker removal (trees and shrubs)	Submit plan, mark trees with ribbon	NO	TBD	TBD
Change driveway or patio material	Sample of material	NO	\$100	TBD
Address Monument	Submit plan location, material, etc.	TBD	TBD	TBD
Hot tub	Cut sheet, electrical / plumbing plan	\$100	\$100	YES
Temporary tents, gazebos, etc.	Size, location, duration	NO	TBD	TBD
Simple landscape additions / alterations	Locate and define plant material on plan	TBD	TBD	TBD
Swing sets, hoops, trampoline, play sets	Locate on plan, site visit	TBD	\$100	TBD
Dog runs, simple fences	Submit a plan, materials, sub-assoc. approval	\$100	TBD	YES
Air condition units with screening	Submit plan, plants, sub-assoc. approval	\$100	TBD	TBD
Sprinklers	Submit plan, sub-assoc. approval	NO	NO	NO
Drainage	Submit plan, sub-assoc. approval	NO	TBD	TBD
Pond Repair	Submit plan	TBD	TBD	TBD

<b>OTHER</b>				
Awnings and Sunshades	Submit plan and sub-association approval	NO	NO	TBD
Satellite/Cable	Submit planned location	NO	If requested	If requested
"As Built" (without SVEA Approval)	Submit a plan	If requested	If requested	If requested
Basic Solar Panel Installation	Submit a Plan in Accordance with Schedule G	\$100	\$100	YES

**MAINTENANCE** – Under most circumstances, the maintenance projects listed below are allowed without ADC approval. However, we ask that you please contact the office to advise of the work planned. By doing so, we have the information to inform any concerned neighbors of your planned activity.

Painting, same color	Contact administrative office to inform	NO	NO	NO
Roof repair (no material change)	Contact administrative office to inform	NO	NO	NO
Siding repair (no material/color change)	Contact administrative office to inform	NO	NO	NO
Window repair (to match existing)	Contact administrative office to inform	NO	NO	NO
Deck maintenance (no change)	Contact administrative office to inform	NO	NO	NO
Gutter repair/replace (same color, size)	Contact administrative office to inform	NO	NO	NO
Remove volunteer Aspens/Cottonwoods	2" diameter max – cut below or level with ground	NO	NO	NO
Planting flowers in existing beds	Contact administrative office to inform	NO	NO	NO
Minor tree trimming	Contact administrative office to inform	NO	NO	NO
Screen door/screen window replacement	Contact administrative office to inform	NO	NO	NO
Driveway resurfacing and patching	Contact administrative office to inform	NO	NO	NO