

ADC PROJECT APPLICATION



Sun Valley Elkhorn Association Inc.

PO Box 1708 Sun Valley, ID 83353 ~ Ph 208-622-7420 ~ Fax 208-622-3215
www.elkhorninsunvalley.com ~ svea@elkhorninsunvalley.com

Revised January 27, 2010

ADC DESIGN REVIEW REQUIREMENTS

Your ADC Design Review Application shall include the following items:

1. **One** set of plans and one electronic file in PDF format
2. **Construction Agreement, signed by all** recorded owners of the property and notarized. Please submit original document. **A facsimile is not acceptable.**
3. **SVEA Application for Design Review Form**, completed.
4. **Written approval** from the Sub Association Board and/or Property Management Company for all planned improvements located within any Sub Association property.
5. **Notice to neighbors within 100'** completed by applicant and submitted together with a list of the neighbors and their mailing address. The ADC Manager will then prepare and mail the notices.
6. **Variance Application** (if applicable) requires a written request outlining the reasons supporting a variance and notice to properties within 300'. Applicant completes and submits together with a list of the owners of properties within 300' and their mailing addresses. The ADC Manager will then prepare and mail the notices by USPS certificate of mailing. The applicant may be required to reimburse SVEA for the cost of the mailing. Refer to section 8.08 of the SVEA Master Declaration for details.
7. **Architectural Plan Checklist** including attention to **ALL** items for additions and new construction. This includes such items as a drawing of the chimney cap, a cut sheet of the exterior lighting and vents with color samples. The samples must be in a form that can be filed in a standard office file folder, i.e., color photocopies of color boards.
8. **Review fees – see Schedule A**
9. **Completion Deposits - see Schedule A-1**
10. **Building Corner Stakes & Story Poles** are required for **ALL** New Construction, Multi-family projects and may be required for Single Family Residences. Building corners, driveway centerline, lot corners with witness stakes, building envelope centroid, and a staking plan is also required for **ALL** single family new construction projects.

“ALL” OF THE ABOVE MUST BE SUBMITTED AS A PACKAGE, along with one set of plans and one electronic disk (PDF format, no later than the Monday before the Wednesday two weeks prior to an intended meeting date.

Meetings are generally held the second Wednesday of each month. The submittal package will be checked for accuracy and the owner or architect will be notified of meeting dates and times.

MEETING PROCEDURE: At the meeting the owner or architect will present plans to the committee, the committee will ask questions and express concerns. Question and comments will also be taken from any neighbors or their representative attending the meeting. Following this question and answer period the presenters will leave. After the Committee hears all of the presentations they will then discuss each project privately and make their decisions. A letter stating the Committee's decision will be sent to the owner with a copy to the architect no later than the Friday following the meeting.

SVEA Application for Architectural Design Review

Date of Application _____ Fee _____ Completion Deposit _____

Date Plans Submitted _____ Date Paid _____

Location of Project _____

Description of Project: _____

Owner _____ Architect /Preparer _____

Address _____ Address _____

Home Phone _____ Phone _____

Business Phone _____ Contractor _____

Email _____ Email _____

***** DO NOT WRITE BELOW THIS LINE *****

(Items to be Completed at Time of Review)

Meeting Date _____ Presented By _____

Action of Committee: Approved _____ Denied _____ Tabled _____

Committee Comments: _____

***** VARIANCE APPLICATION*****

(Master Declaration Article VIII, Section 8.08)

Applicant proposes a variance to Section: _____

For: _____

VARIANCE REQUIREMENTS

1. Topography _____ 4. Aesthetic _____

2. Nat. Obstructions _____ 5. Env. Considerations _____

3. Hardship _____ 6. Other _____

Action of Committee: Approved _____ Denied _____ Tabled _____

Signatures: _____

Committee Comments: _____

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SUBMITTAL PACKAGE CHECKLIST

Property Owner _____ Address _____
 Subdivision/Lot _____ Architect _____

This Checklist is intended to assist the applicant and SVEA in ensuring that a complete Package of information is provided to the ADC. Your Submittal Package shall include the contents listed below – incomplete Submittal Packages will be returned which may increase the required fees.

Please check	Required Documents	New Construction Additions	Landscape	Minor Exterior Improvements*	Maintenance
	One set of plans and one electronic file in PDF format	X	X	X	--
	ADC Application for Design Review Form or Minor Exterior Improvement Form - Completed by owner or architect	X	X	X	X
	Submittal Package Checklist	X	X	--	--
	Construction Agreement - Notarized signatures of all recorded owners of property	X	X	--	--
	Review Fee Check – made out to Sun Valley Elkhorn Association (SVEA)	X	X	X	X
	Completion Deposit Check – made out to Sun Valley Elkhorn Association (SVEA)	X	X	--	--
	Written approval from sub association board or property management company.	X	X	X	X
	Notice – Schedule C – notice to neighbors within 100’	X	X	X	--
	Variance Application, if necessary – notice to neighbors within 300’	X	X	--	--
	Exterior Material samples and color samples	X	X	X	X
	Site Plan Requirements				
	Idaho Licensed Architect - stamped with signature	X	X	--	--
	Vicinity map	X	X	--	--
	Neighborhood map 1” = 100’ impact of proposed improvement on view corridors	X	X	--	--
	Existing and proposed topography, Min. 2 foot contours	X	X	--	--
	Property boundaries indicated	X	X	X	--
	Distances and bearings	X	X	X	--
	Building Envelope and Centroid	X	X	--	--
	Indicate nearest corners of adjacent structures.	X	X	--	--
	Building footprint	X	X	--	--
	Easements, Setbacks, and Right of Ways	X	X	X	--
	Staking plan, building corners, driveway centerline, lot corners with witness stakes and building envelope. (one week in advance of meeting)	X	--	--	--
	Driveway – show turnarounds, parking and materials	X	X	--	--
	Indicate how all site drainage will be addressed within existing drainage patterns	X	X	--	--
	Maintenance areas, utilities access, snow storage, easements	X	X	--	--
	Construction fence location shown on plans	X	X	--	--
	Perimeter fencing	X	X	--	--
	Solar Panels (cut sheets)	X			
	Noise generating devices, venting, fans, etc.	X	X	--	--

Please Check	Architectural Requirements	New Construction/ Addition	Landscape	Minor Exterior Improvements*	Maintenance
	Floor plan, square footage of each level	X	--	--	--
	Patios, Porches, Decks, Terraces, Site Walls	X	X	--	--
	Windows, garage doors, front door, skylights (cut sheets and color samples)	X	--	X	--
	Cross section, height above existing and proposed grades	X	X	--	--
	Elevations	X	X	--	--
	Existing and finish grades	X	X	--	--
	Indicate all Exterior Materials and finish color samples	X	X	X	--
	Chimney caps located on all non masonry fireplace and boiler vents	X	--	--	--
	Plumbing and heating vents, downspouts (material and color samples)	X	--	--	--
	Roof plan, material, pitch, hips, valleys, gables, drip lines, snow retention devices, location of roof vents and flues	X	--	--	--
	Landscape Requirements (Note The Architectural Design Committee encourages a low water use landscape plan.)				
	Idaho Licensed Landscape Architect (stamped with signature)	X	X	--	--
	Property lines and setbacks	X	X	--X	--
	Benchmark	X	X	--	--
	Plant Legend – list all plant material, numbers and sizes	X	X	X	--
	Mark each tree size at the location of each tree with either the caliper or the height	X	X	X	--
	Existing site features	X	X	--X	--
	Paving, Terraces, Patios, Decks, Courtyards, Structures, Posts, Walls	X	X	--X	--
	Screening for utility boxes or meter boxes	X	X	X	X
	Automated irrigation system	X	X	--	--
	Exterior Lighting –provide cut sheet	X	X	X	X
	Address Monuments	X	X	--	--
	Yard Art, Flag Pole, Satellite Dish	X	X	--	--
	Hot Tub/Spa	X	X	X	--

* For Minor Exterior Improvements and Maintenance requests please use the brief application form which may be obtained on the SVEA web site, www.elkhorn-assoc.org, or in the SVEA Administrative office at the Harker Center.

Signed by Preparer _____ Date _____

SCHEDULE A - REVIEW FEE

- 1. SINGLE FAMILY RESIDENTIAL PLANS\$750
When presenting plans for preliminary review, \$300 of the architectural review fee must accompany the preliminary submittal; the \$450 remaining balance must accompany the submittal for final plan review. If preliminary review is not required, the full amount is due at the time of submission for Final Design Review.
- 2. SINGLE FAMILY RESIDENTIAL REMODEL, ADDITION, OR ALTERATION\$450
- 3. DOG RUNS, FENCES, WALLS, SCREENS, LANDSCAPE ADDITIONS
(depending on complexity of proposal), DECKS, MINOR EXTERIOR
MODIFICATIONS AND ALTERATIONS\$100-\$150
- 4. REPAINTING EXTERIOR: SAME COLOR NO FEE
COLOR MODIFICATION VARIES
- 5. COMMERCIAL OR MULTI-FAMILY REMODEL, ADDITION OR
ALTERATION, INCLUDING EXTERIOR COLOR MODIFICATIONS VARIES
(Hourly fee @ \$750/hour)
- 6. COMMERCIAL OR MULTI-FAMILY PROJECTS VARIES
The greater of: \$150 per dwelling unit or \$750 minimum fee
(Plus \$750 per hour above one hour)
- 7. SPECIAL MEETINGS BY REQUEST VARIES
\$750 minimum plus \$750 above one hour in addition to the normal fee
- 8. PROJECT EXTENSIONS.....\$100

NOTE: FEES SHOWN ABOVE INCLUDE THE SITE VISIT, SITE PLAN AND ARCHITECTURAL REVIEW, AND SUBSEQUENT INSPECTIONS BY THE COMMITTEE OR ITS DULY AUTHORIZED REPRESENTATIVE.

FEES ARE FOR TOTAL AGENDA TIME NOT EXCEEDING ONE (1) HOUR. ADDITIONAL AGENDA TIME IS \$750/HOUR BILLED IN 1/4 HOUR INCREMENTS. ALL FEES ARE NONREFUNDABLE.

SCHEDULE A-1 - COMPLETION DEPOSIT

- 1. SINGLE FAMILY RESIDENTIAL NEW CONSTRUCTION.....\$1500.00
- 2. SINGLE FAMILY RESIDENTIAL ADDITION, REMODEL, LANDSCAPE.....\$1000.00
- 3. COMMERCIAL OR MULTI FAMILY PROJECTS (per unit).....\$1000.00

NOTE: All completion deposits will be refunded after final approval of compliance and completion of preapproved plan as per the Master Declaration Section 8.06. If at any time the project is in non-compliance the completion deposit may be forfeited.

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Sun Valley Elkhorn Association, Inc.
Architectural Design Committee
Box 1708, Sun Valley, ID 83353
(208) 622-7420
FAX (208) 622-3215

AGREEMENT FOR CONSTRUCTION, LANDSCAPING, ADDITIONS, ALTERATIONS OR IMPROVEMENTS TO ANY LOT OR STRUCTURE WITHIN THE SUN VALLEY ELKHORN ASSOCIATION, INC.

1. As an Elkhorn property owner, I/we certify that I/we have read the Elkhorn Restrictions (including applicable subdivision declarations), and the Architectural Design Committee Manual pertaining to construction or alteration of improvements in Elkhorn and that I/we fully understand the requirements of this submittal.
2. I/we understand that all inspections and/or operations required to be performed by persons other than ADC personnel shall be at the sole expense of the owner.
3. I/we understand that any change or deviation in the building, site, or any portion of the improvement from the approved plans must be resubmitted to the committee for approval prior to such change being made and that an additional fee may be required. I/we further understand that any deviations from approved plans in actual construction may result in an order for an immediate halt in construction and a restoration of the property and/or improvement to its original condition or to a condition in conformance with the approved plans.
4. I/we understand that it is the responsibility of the owner to bear the cost of any corrections required by the committee because of the failure of the owner to follow the plans as approved by the committee. I/we further understand that deviation from the approved plans is a violation of Elkhorn Restrictions which may cause, among other penalties more fully defined in said Elkhorn Restrictions, a special assessment of up to \$50 per day to be imposed for each day said violation continues, and/or loss of Elkhorn amenities and that all unapproved construction be brought into conformance with the approved plans.
5. I/we understand that all construction activities required to complete the work in accordance with approved plans shall be confined to the boundaries of the subject property and that I/we assume responsibility for any and all damage to adjacent properties caused by owner, contractor, subcontractor, or any persons connected in any fashion with work covered by this submittal.
6. I/we understand that approval for new construction or alteration of existing structures within Elkhorn is valid for 365 days unless a longer or shorter period is set by the ADC at the time plans are approved. If construction has not begun in that time, plans must be resubmitted to the committee for approval and an additional fee may be required.
7. For new construction, all work delineated on the ADC approved plans must be completed within two (2) years of initial approval and in accordance with accepted construction practice. For alterations to existing structures, all work delineated on the approved plans must be completed within one (1) year of initial approval and in accordance with accepted construction practice. At the time plans are approved, the committee may set a shorter or longer time period to complete construction. Failure to complete the project within the required time is a violation of the Elkhorn Restrictions and may subject the owner to a special assessment of up to \$50/day and/or loss of use of Elkhorn amenities. Extenuating circumstances shall be brought immediately to the attention of the committee; as such circumstances arise, if an extension of the completion date is required.

SCHEDULE C – SVEA NOTICE TO NEIGHBORS OF ARCHITECTURAL DESIGN REVIEW

SUN VALLEY ELKHORN ASSOCIATION, INC.
P.O. Box 1708
Sun Valley, ID 83353
Phone (208) 622-7420

NOTICE

NOTICE TO AFFECTED PROPERTY OWNERS OF AN APPLICATION FOR SITE PLAN AND ARCHITECTURAL DESIGN REVIEW.

NOTICE IS HEREBY GIVEN that the SVEA Architectural Design Committee will hold a meeting on _____
_____ to consider the application of
_____ for Site Plan and Architectural

Review with regard to the following described property:

Street Address _____

Legal Description _____

The applicant proposes to construct the following: _____

Applicant is requesting a variance for: _____

Reasons supporting a variance: _____

NOTICE IS FURTHER GIVEN that the ADC meetings are held at the Harker Center, generally on the second Wednesday of every month. However, special meetings may be called when necessary. **The meeting date as specified above may be postponed or changed to a later date. Please call to confirm the date.** All interested parties should contact the SVEA office with questions, comments and requests for meeting details and agenda times. Written comments received prior to the meeting shall be made part of the record at the meeting. Plans, supporting documents, and written documents are on file for inspection and photocopying, by any member of SVEA, in the SVEA office, at the Harker Center.

DATED this ____ day of _____, 201__

ADC Manager

Revised: 11-24-08

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SCHEDULE D – SIGN DESIGN STANDARDS AND RESTRICTIONS

With the exception of **For Sale, For Lease, Open House**, and Temporary Site Development signs, all signs displayed to the public view require prior architectural design review and approval.

For Sale and For Lease, and Open House signs may be displayed without Design Committee approval subject to the following requirements:

1. The sign shall not be more that 18 inches by 24 inches in size, and the top of the sign shall not be more than 36 inches above the finished existing surface it is placed upon.
2. Only one sign for each property is allowed;
3. The sign shall be placed on the property and not within public roads or rights of way;
4. Brochure holders and name tags outside the 18 inches by 24 inches limitation are not allowed; and
5. Support posts other than commonly used angle iron immediately surrounding the sign are not allowed.

“Temporary Site Development” signs may be displayed without Design Committee approval provided the following conditions are met:

1. Size – 32 sq. ft. maximum
2. Only one sign is allowed per development site, e.g., all subcontractor/ job/ trailer/ architect/ builder, etc., signs shall be made a part of the single 32 sq. ft. sign.
3. Colors – must be subdued and visually unobtrusive.
4. Duration – The sign shall be removed by the owner/developer of the property within 10 days after notification of the completion of final inspection of the property.

SCHEDULE E – CITY OF SUN VALLEY TITLE 9 MUNICIPAL CODE 382

2. Lot Coverage: For each lot in an RA or RS-1 District, the maximum total area of the lot which the building envelope and building footprint may occupy shall be calculated using the following formulae:

- a. For lots of 0.25 acre/ten thousand eight hundred ninety (10,890) square feet or less, a footprint of up to two thousand five hundred (2,500) square feet is allowed.
- b. For lots with areas greater than ten thousand eight hundred ninety (10,890) square feet, a footprint of up to two thousand five hundred (2,500) square feet plus one square foot for each additional twelve (12) square feet of lot area over ten thousand eight hundred ninety (10,890) square feet is allowed.

Example: 28,000 square foot lot Minus (-) 10,890 square feet Equals (=) 17,110 square feet Divided by 12 Equals (=) 1,425.8 square feet Total allowable footprint	Building Footprint 2,500 square feet (minimum) Plus (+) 1,425.8 square feet = 3,925.8 square feet
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- c. For lots with areas greater than eighty three thousand two hundred one (83,201) square feet, the maximum allowable footprint shall be twelve percent (12%) of the lot area.
- d. An additional five hundred (500) square feet of area may be added to the allowable footprint subject to the following criteria:
 - i. Lot must adjoin an REC or OS zoning district, or another public agency's open space zone such as the United States Forest Service, Bureau of Land Management and land within Blaine County that is deed restricted open space; and
 - ii. Lot area must be a minimum of twenty thousand (20,000) square feet; and
 - iii. The width of the REC or OS zoning district, or another public agency's open space zone measured perpendicular to the boundary line of the lot must be greater than one hundred fifty feet (150').

For purposes of this subsection, a lot shall be considered as adjoining an REC or OS zoning district, or another public agency's open space even though there is a public street or right of way between the lot and the REC or OS zoning district, or another public agency's open space zone.

This information was updated October 19, 2006 from the City of Sun Valley Title 9 Development Code, Lot Coverage. (www.sunvalley.govoffice.com).

