



# Planning & Zoning Department

## Building & Site Design Review Checklist

**Staff Use Only**

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

File Number: \_\_\_\_\_ Staff Level Review:  Committee Review:

Nonrefundable Fee: **\$210** <5,000 sqft    **\$835** >5,000 sqft    **\$0** Reprint Approval letter

**Please provide the following required documentation and information**

Applicant	Staff	Description
		Signed & Notarized Affidavit of Legal Interest. Form <b>must</b> be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
		Narrative that defines scope of project
		Vicinity Map
		Site Plan
		Landscaping Plan (may be combined with site plan), when used for screening purposes
		Building Elevations
		Building Height
		Building Finishes
		Lighting materials (if applicable)
		Color rendering or elevations (correctly depicting colors)
		Color samples
		Art & Historic Preservation letter (for projects in DH zone)
		Associated fees
		Master Application form

**Type/Scope of Project**

- New   
  Remodeled   
  Addition   
  Tenant Improvement   
  Other: \_\_\_\_\_
- Roof   
  Exterior Finishes   
  Exterior Paint   
  Entire Building   
  Partial Building
- Facades   
  Landscaping   
  Parking Lot   
  Fences

**Project Specifics**

Current Zoning: \_\_\_\_\_

Building Square Footage: \_\_\_\_\_ Building Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Type of Building Finishes

Stucco   
  Concrete Masonry Units (CMU)   
  Split-Faces Masonry   
  Concrete Tilt-Panels

Siding, Indicate Type: \_\_\_\_\_

**Project Specifics, continued (Create a separate spreadsheet if more space is needed)**

Wall Length- L.F.:	Calculated Exposed Wall - Sq. Ft:	% of each material used
North _____	North _____	North _____
South _____	South _____	South _____
East _____	East _____	East _____
West _____	West _____	West _____

**Summary**

The purpose of the design standards is to protect and enhance the visual character and economic value of the city's commercial corridors.

These standards are only required within specific districts, contact us for a determination.

Please visit our website at [www.cityofnampa.us](http://www.cityofnampa.us) for additional information, click on City Government to access City Codes. Planning codes are found under Title 10 Planning and Zoning. Chapter 34 is specific to Design Review for all zones except DB, DV & DH (See Chapter 15). Public Storage Facilities have additional requirements per 10-1-19.

**STRUCTURE PLACEMENT:** In keeping with Nampa's expressed desire to maintain and encourage economic viability within our local businesses, we encourage designs that locate the building toward the street with parking behind, limit vehicular access points and share vehicular and pedestrian circulation routes with adjacent parcels. Detached sidewalks should be included, because they encourage pedestrian use.

**BUILDING EXTERIORS:** Architectural characteristics include: Changes in facade, changes in roof plane and the inclusion of a minimum of three colors, textures, or materials, to all exteriors exposed to view from the public right of way, to enhance the aesthetic appearance of buildings.

**MECHANICAL UNITS:** Utility units such as air conditioners, electrical boxes and trash receptacles can have a negative impact on the surrounding area. The location of trash, mechanical and utility units is required to be well thought out and screened to minimize their impact. This is obtained by painting pipes and vents to match the surrounding wall or roof color, and by screening roof top mechanical units. Ground level mechanical units are required to be screened with increased landscaping and screen walls.

**OVERHEAD DOORS AND LOADNG AREAS:** Protection of residential areas from loading areas and overhead doors by landscaping, berming and or a screen wall is required.

**LIGHTING:** The review of a lighting plan is requested to promote well thought out plans that are considerate of those in the neighborhood and don't present any safety hazards.

**LANDSCAPING:** Requirements include landscaping around the building perimeter, front yard areas, and highlighting entrances with landscaping. Storm water retention and drainage can be integrated into these areas of landscaping.

**FENCING/SCREENING:** Only fencing or screening for utilities, or stored inventory, is allowed.

**PEDESTRIAN PATHWAYS:** Pedestrian pathways shall be included in sites of one acre or more, this should include walking and bicycling paths.

**PARKING LOT STANDARDS:** Creating a visual interest from the street is one of the goals of these standards. Businesses with high quality design and landscaping which is visible from the street are greatly desired, have been proven to generate more attention and are more acceptable to the public. Items such as seating areas, walkways, detached sidewalks away from vehicles, and increased landscaped areas are to be included. Environments that substitute vast amounts of parking with amenities that are pleasant to the senses and friendly to the pedestrian, enhance our community image and benefit the businesses they serve.

**SIGNAGE:** Signage is required to be designed so that it is easily viewed by the pedestrian and not only the vehicle. Signs are required to be constructed with sensitivity to scale, height and impact of adjoining properties and pedestrians.

## Design Review Plan Review Checklist

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the design review staff of the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

**General Requirements for all plan submittals One (1) 8 h" x 11" reduction and one (1) large format copy to scale (not smaller than 1"=30'-0", unless otherwise approved) must be submitted.**

### **A Detailed Site Plan. The site plan must include:**

- North arrow, scale of drawing, property lines;
- Existing and proposed structures, site amenities;
- Adjoining streets, alleys and private drives;
- Parking layouts, including dimensioned: spaces; accessible routes; drives; circulation patterns; and pedestrian walks; If bike parking is voluntarily installed it should follow design guidelines found in the bike and pedestrian Master Plan section 5.5
- Location of proposed on-site retention,
- Existing or proposed utility service location (s),
- Locations and widths of right-of-ways; easements; canals; ditches;
- Locations and sizes of any loading area; docks; and ramps;
- Trash storage areas and exterior mechanical equipment with proposed screening method;
- Concept for exterior lighting (pedestrian; vehicle; security and decorative);
- Sign locations, if known;
- Location of existing traffic and pedestrian circulation on project site and adjacent properties;

### **Detailed Landscape Plan, when needed for screening trash enclosures or mechanical equipment.**

#### **Landscaping and site may be combined. Plan must include:**

- Type and location of all plant materials and other ground covers;
- Existing vegetation (landscape on adjacent property lines to be considered);
- Method of irrigation;
- Cross-sections through areas of special features; berming; retaining walls; etc.,

### **A complete set of Building Elevations. Elevations must include:**

- An accurate colored rendering describing colors and finishes (colored photos may be submitted for colored elevation drawings when an existing structure is to undergo minor exterior alterations or the photo correctly depicts the design/materials/colors of the new building.)
- All proposed building materials
- Screening/treatment of mechanical equipment
- Lighting fixtures and locations.
- Building materials/finishes (color, type, etc.)
- Trash enclosure wall materials



# Planning & Zoning Department Master Application

**Staff Use Only**

Project Name: \_\_\_\_\_  
 File Number: \_\_\_\_\_  
 Related Applications: \_\_\_\_\_

**Type of Application**

- |   |   |
|---|---|
| <input type="checkbox"/> Annexation                   | <input type="checkbox"/> Planned Unit Development/MPC   |
| <input type="checkbox"/> Appeal                       | <input type="checkbox"/> RV Park                        |
| <input type="checkbox"/> Building & Site Design       | <input type="checkbox"/> Subdivision                    |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Short                          |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Preliminary                    |
| <input type="checkbox"/> Development Agreement        | <input type="checkbox"/> Final                          |
| <input type="checkbox"/> Modification                 | <input type="checkbox"/> Condo                          |
| <input type="checkbox"/> Home Occupation              | <input type="checkbox"/> Temporary Use Permit           |
| <input type="checkbox"/> Daycare                      | <input type="checkbox"/> Fireworks Stand                |
| <input type="checkbox"/> Kennel License               | <input type="checkbox"/> Vacation                       |
| <input type="checkbox"/> Commercial                   | <input type="checkbox"/> Variance                       |
| <input type="checkbox"/> Mobile Home Park             | <input type="checkbox"/> Zoning Map/Ordinance Amendment |
| <input type="checkbox"/> Legal Non-Conforming Use     | <input type="checkbox"/> Other: _____                   |

**You must attach any corresponding checklists with your application or it will not be accepted**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Interest in property:  Own  Rent  Other: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor Name (e.g., Engineer, Planner, Architect): \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Subject Property Information**

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

Parcel Number(s): \_\_\_\_\_ Total acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of proposed use:  Residential  Commercial  Industrial  Other: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

Description of proposed project/request: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Acres of each proposed zone: \_\_\_\_\_

**Development Project Information (if applicable)**

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, Other)		
Open Space		
<b>Total</b>		

**Please answer all questions that are relevant to your project**

Minimum square footage of structure: \_\_\_\_\_ Maximum building height: \_\_\_\_\_

Minimum property size (s.f.): \_\_\_\_\_ Average property size (s.f.): \_\_\_\_\_

Gross density: \_\_\_\_\_ Net density: \_\_\_\_\_

Type of dwelling proposed:  Single-family Detached  Single-family Attached

Duplex  Multi-family  Condo  Other: \_\_\_\_\_

Proposed number of units: \_\_\_\_\_

Total number of parking spaces provided: \_\_\_\_\_

% of open space/common area: \_\_\_\_\_

**Completed applications and checklists can be sent to: [pzall@cityofnampa.us](mailto:pzall@cityofnampa.us)**

**Authorization**

Print applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Staff**

Received by: \_\_\_\_\_ Received date: \_\_\_\_\_



# City of Nampa

PLANNING and ZONING DEPARTMENT

OFFICE (208) 468-5484

CITY HALL

411 THIRD STREET SO.

NAMPA, IDAHO 83651

FAX (208) 465-2261

## AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO )  
 :SS  
COUNTY OF CANYON )

A. I, \_\_\_\_\_, whose address is \_\_\_\_\_, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to \_\_\_\_\_, whose address is \_\_\_\_\_, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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