



**DESIGN REVIEW  
APPLICATION**

Phone: 208-468-5406                      411 3rd Street South  
 Fax: 208-468-5439                         Nampa, Idaho 83651

**FOR OFFICE USE ONLY**

**DESIGN STANDARDS PLAN REVIEW FEE**

<5,000 sq ft = \$210   >5,000 sq ft = \$835

Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Amt \$: \_\_\_\_\_ Check # \_\_\_\_\_

Cash    Credit Card

Application Number BSD- \_\_\_\_\_ -20 \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Address or Description: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Long Legal Attached

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

TYPE/SCOPE OF PROJECT	SUBMITTAL CHECKLIST
-----------------------	---------------------

- New
- Remodeled
- Addition
- Miscellaneous, describe: \_\_\_\_\_
- Tenant Improvement
- Scope of Project: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Roof
- Exterior Finishes
- Exterior Paint
- Entire Building
- Partial Building
- Facades
- Landscaping
- Parking Lot
- Fences

- Proof of Ownership
- Vicinity Map
- Site Plan
- Landscaping Plan  
(may be combined with site plan)
- Building Elevations w/Dimensions
- Number of Stories
- Building Height & Length
- Building Finishes
- Building Material Samples (optional)
- Color rendering or elevations  
(correctly depicting colors)
- Lighting Plan (Parking & Building)
- Table of Design Elements (% of wall & Sq. Ft.)



**BUILDING & SITE DESIGN  
STANDARDS APPLICATION**

Phone: 208-468-5406  
Fax: 208-468-5439

411 3rd Street South  
Nampa, Idaho 83651

**APPROVAL REQUIRED  
OFFICE USE ONLY**

- Administrative Staff Level
- Design Review Committee Review
- Downtown Historic Preservation Commission

**PROJECT SPECIFICS**

<b>Zoning District:</b>	<b>Wall Length-L.F.:</b>	<b>Calculated Exposed Wall-Sq Ft:</b>
<input type="checkbox"/> BC-Community Business	North _____	North _____
<input type="checkbox"/> DB-Downtown Business	South _____	South _____
<input type="checkbox"/> DH-Downtown Historic	East _____	East _____
<input type="checkbox"/> DV-Downtown Village	West _____	West _____
<input type="checkbox"/> GB1-Gateway Business 1		
<input type="checkbox"/> GB2-Gateway Business 2		

**MECHANICAL UNITS - SEE NOTES**

**BUILDING SPECIFICS**

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

Type of Building Finishes: (2 Elements Required)

Stucco;       Concrete Masonry Units (CMU)       Split-Faced Masonry

Concrete Tilt-Panels       Siding, Indicate Type: \_\_\_\_\_

**DECLARATION**

I hereby certify that I have read and examined the application and the attached submittal requirements checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

**Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTICE**

All permits expire 180 days from the date of their issuance or the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees will be required on all permits.

## Building and Site Design Standards

### 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.

**BUILDING EXTERIORS:** Architectural characteristics include: Changes in facade, changes in roof plane and the inclusion of a minimum of two(2) 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 LOADING 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 grand mounted mech. units, 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 on 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 and will require a separate Sign Permit upon installation.

**DOWNTOWN HISTORIC ZONE:** If the property is located in the DH Zone, a letter of review from the Downtown Historic Preservation Commission is required prior to issuance of approval of the Design Review application by Staff or scheduling of the Design Review Committee public meeting.

# 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. 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.,
- \* Note if the site and landscape plans are combined on one sheet, then one (1) 8 1/2" x 11" copies, and one (1) large format copy to scale must be submitted;

## **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.
- \* Height & Length Dimensions
- \* Breakdown of % & Sq. Ft. of elements used on each façade.

**Optionally submit Building Material Samples and Colors, and any other material.(paving, textures, etc.).**

**Any additional information that will aid our understanding of the total project. Please realize that what may be obvious to you may not be obvious to us, and that we appreciate as much detail as possible.**



# 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: \_\_\_\_\_