



**City of Ketchum  
Planning & Building**

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Fee Paid:
Approved Date:
Denied Date:
By:

**Mountain Overlay Design Review Application**

OWNER INFORMATION			
Project Name:			
Owner Name:			
Mailing Address:			
Phone:			
Email:			
PROJECT INFORMATION			
Architect/Representative:			
Phone:			
Mailing Address:			
Email:			
Engineer of Record:			
Engineer Email:			
Legal Land Description:			
Project Address:			
Lot Area:			
Zoning District:			
Anticipated Use:			
Number of Residential Units:			
TYPE OF CONSTRUCTION			
<input type="checkbox"/> New	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition	<input type="checkbox"/> Other, please explain:
TOTAL FLOOR AREA			
Proposed		Existing	
Basement:			
1 <sup>st</sup> Floor:			
2 <sup>nd</sup> Floor:			
3 <sup>rd</sup> Floor:			
Decks:			
Mezzanine:			
Total:			
Building Coverage:	SF	%	Curb Cut: SF %
PROPOSED SETBACKS			
Front:	Side:	Side:	Rear:
ADDITIONAL INFORMATION			
Building Height:		Parking Spaces Provided:	
Will Fill or Excavation Be Required?		Yes	No
If Yes, Amount in Cubic Yards		Fill:	Excavation:
Will Existing Trees or Vegetation Be Removed?		Yes	No

Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Mountain Overlay Design Review Application, in which the City of Ketchum is the prevailing party, to pay reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum. I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

Signature of Owner/Representative

Date

# MOUNTAIN OVERLAY DESIGN REVIEW EVALUATION STANDARDS

Design review applications shall be made and processed according to the regulations contained in Chapter 17.96 of this title and as follows:

Criteria and Standards: The following list of criteria and those contained in Section 17.96.090 of this Title must be considered and addressed by each applicant seeking Design Review approval. The Commission will use this list of Design Review criteria along with that contained in Section 17.96.090 of this title as a basis to determine whether a project is to be approved, approved with conditions or denied:

1. There shall be no building on ridges or knolls which would have a material visual impact on a significant skyline visible from a public vantage point entering the city or within the city. "Material", as the term is used herein, shall be construed in light of the magnitude of the negative impact on the objectives of this section;
2. Building, excavating, filling and vegetation disturbance on hillsides which would have a material visual impact visible from a public vantage point entering the city or within the city shall be minimized. "Material", as the term is used herein, shall be construed in light of the magnitude of the negative impact on the objectives of this section;
3. Driveway standards as well as other applicable standards contained in Chapter 12.04 of this code shall be met;
4. All development shall have access for fire and other emergency vehicles to within one hundred fifty feet (150') of the furthest exterior wall of any building;
5. Significant rock outcroppings shall not be disturbed;
6. International building code (IBC) and international fire code (IFC) and Ketchum fire department requirements shall be met;
7. Public water and sewer service shall comply with the requirements of the city;
8. Drainage shall be controlled and maintained to not adversely affect other properties;
9. Cuts and fills allowed for roadways shall be minimized; lengths of driveways allowed shall be minimized; all cuts and fills shall be concealed with landscaping, revegetation and/or natural stone materials. Revegetation on hillsides with a clear zone of thirty feet (30') around all structures is recommended. Said clear zone shall include low combustible irrigated vegetation with appropriate species, on file with the Ketchum planning department. Revegetation outside of this clear zone should be harmonious with the surrounding hillsides;
10. Are there other sites on the parcel more suitable for the proposed development in order to carry out the purposes of this section;
11. Access traversing twenty five percent (25%) or greater slopes does not have significant impact on drainage, snow and earthslide potential and erosion as it relates to the subject property and to adjacent properties;
12. Utilities shall be underground;
13. The development is consistent with the Ketchum comprehensive plan;

14. Limits of disturbance shall be established on the plans and protected by fencing on the site for the duration of construction;
  15. Excavations, fills and vegetation disturbance on hillsides not associated with the building construction shall be minimized; and
  16. Preservation of significant landmarks shall be encouraged and protected, where applicable. A significant landmark is one which gives historical and/or cultural importance to the neighborhood and/or community.
- On Site Review: On site review by the members of the commission is required prior to taking action on said design review application. Extreme weather conditions or inordinate depth of snow may cause the commission to delay said on site review not more than one hundred eighty (180) days.

# APPLICATION CHECKLIST

Please utilize and submit the checklist on the following pages to ensure a complete application.

## MOUNTAIN OVERLAY DESIGN REVIEW APPLICATION CERTIFICATION OF COMPLETENESS

Project Name:

Date:

Reviewed by:

### DOCUMENTS

- Application form

### SETS OF PLANS

- One (1) copy of full-sized; One (1) 11x17 reduced; and CD, flash drive or email (.pdf) of plans

### EXISTING SITE CONDITIONS

- Survey of exterior boundary lines of the property together with dimensions, produced by a licensed engineer or surveyor;
  - Topographic survey of the real property at a minimum of two (2) foot contour intervals, significant hillsides may be a minimum of ten (10) foot contour intervals;
  - Location of any existing dwelling units, other structures and all improved areas (pavement) with dimensions thereof showing the setback of each structure from the nearest property line;
  - Location and rights-of-way of adjacent streets and public rights-of-way;
  - Location and dimensions of easements, private and public, within and adjacent to the proposed project together with the purpose thereof;
  - Location of existing sewer, water, drainage and other utility lines indicating size and depth;
  - Location of all existing significant trees, conifers six (6) inches dbh and deciduous two (2) inch caliper and greater;
  - Location and dimensions of easements, private and public, within and adjacent to the proposed project together with the purpose thereof;
  - Indication of any zoning district overlay which effects the property (flood or avalanche); Location of existing structures on adjacent properties; and,
  - The subdivision plat of the property certified by a licensed engineer or surveyor, except tax lots;

### PROPOSED SITE PLAN

- Vicinity map;
  - Contour lines of two (2) foot intervals to show existing and proposed topography of the property;
  - Location of all proposed structures (buildings) and all improved areas (pavement, sidewalk) with dimensions thereof showing the setback of each structure from the

- nearest property line;
- Drip line of all buildings;
- Location of on-site parking spaces and access thereto including the dimensions of the spaces and the width and length of access and curb cuts;
- Location and dimensions of snow storage areas;
- Location and type of all heating, ventilation, air conditioning and other mechanical units;
- Percentage of the lot coverage by proposed building and parking areas together with the total square footage of the parcel of property; and,
- Location of all existing trees to be preserved and significant trees to be removed;

**ENGINEERING PLAN:**

- Engineering plans, prepared by a licensed engineer, not less than one (1) inch equals ten (10) feet;
  - Proposed utility improvements including water, sewer, power, cable, telephone and all other utilities;
  - Proposed grading plan with minimum two foot contours and amount of cut and fill in cubic yards;
  - Proposed drainage plan including adjacent public rights-of-way. Provide calculations and test pit information to support design of conveyance and disposal systems;
  - Proposed designs for all public and private vehicular and pedestrian circulation including curb cuts, parking lot layout, curb and gutter and sidewalks. This information should include elevations, slopes, aisle and parking dimensions and turning radii. Other information to support the proposed design should be submitted; and,
  - Drainage plan for any underground parking garage.

**LANDSCAPE PLAN**

- All existing vegetation over 2 inches in caliper, including size and species;
  - Proposed landscaping of the project including types, quantities and sizes of trees, shrubs, ground cover and other vegetation;
  - Proposed landscaping or other improvements within any public rights-of-way;
  - Location, type (materials and colors) and height of walls or fences;
  - Location of parking areas;
  - Location of vehicular and pedestrian circulation patterns, easements and proposed improvements with regard thereto;
  - Irrigation system for landscaping; and,
  - Drainage plan including off-site improvements.

**ARCHITECTURAL PLANS**

- Floor plans of all floors at not less than one-eighth (1/8) scale;
- All exterior elevations;
- Roof plan including direction of snow sliding and snow clips if applicable. Location and type of all mechanical equipment and rooftop appurtenances;
- Cross-section(s) of the property and proposed building adequately establishing the natural grade, finished grade, slope of land, slope of proposed accesses and

- grades to all public rights-of-way;
- Location and type (cut sheets) of all exterior lighting; and,
- A model or computer simulation renderings, if required at preapplication design review meeting

#### **GENERAL INFORMATION**

- Building corners for all proposed buildings and additions shall be staked on the site and all trees proposed to be removed shall be flagged at least one week prior to the Commission meeting. Story poles may be required to be installed one week prior to the Commission meeting.
- All commercial projects; all residential projects with 4 or more units - Stamp: Licensed architect or engineer.