

City of McCall

216 East Park Street
McCall, Idaho 83638
P: (208) 634-7142
F: (208) 634-3038

DESIGN REVIEW INFORMATION



APPLICATION SUBMISSION

The applicant is required to provide the following number of application Packets

- 4** – Hard copies (In color where necessary; no plans larger than 11x17)
- 1** – CD (All application materials in PDF format)

APPLICATION CHECKLIST

Each application packet must contain the following, unless shown and explained otherwise:

- \$300 Fee + \$25/1000 sq. ft. of new construction (rounded to the nearest 1,000 sq. ft.)
- Application Form signed by the property owner and, if applicable, the project agent/representative
- Project Description: Staff and Planning and Zoning Commissioners review many applications; to fully understand the proposed project a comprehensive written explanation of all aspects of the project is necessary. A thorough description provides sufficient detail so that potential questions are answered in advance; a Project Description lacking depth will invite more comments and concerns due to uncertainty. The Project Description provides the necessary background from which the specifics of the proposed project can be considered. A Project Description should include:
 - General project description
 - Overview of any important numbers/calculations
 - Overview of any perceived or actual outstanding issues
- Plans, Elevations, and Maps
 - Site Plan, a one-page overview of the project showing existing/proposed building location, existing trees, setbacks, driveways, parking, loading areas, etc.). The Site Plan must be to scale. The Site Plan should also including relevant numbers and calculations including:
 - Lot Size (square footage and dimensions)
 - Setbacks (existing and proposed)
 - Property Frontage
 - Lot Coverage Calculations
 - Project Square Footage
 - Maximum Building Height(s)
 - Landscaping (existing and proposed)
 - Snow Storage
 - General Plans, providing the following details:
 - Elevations & Floor Plans
 - Exterior Lighting
 - Utilities
 - Grading (existing and proposed)
 - Material Descriptions and Colors
 - Vicinity Map: a map, showing the project's general location within McCall

Incomplete applications cannot be accepted by the City. Unless otherwise exempted by the Administrator, all Application Requirements must be provided at the time of submission.

- Site Photos: 4 photos (one looking at each side of the project: north, south, east, west). The photos should provide ample evidence of the proposed project location.
- Drainage/Stormwater Plans (Contact the City Engineer for details)
- 3D Rendering of Proposed Project (Required for Shoreline Zone Applications, Recommended for Others)
- Floodplain Development Permit for site work or construction activities occurring within a Special Flood Hazard Area as defined by the Federal Emergency Management Agency (FEMA)
- The applicant or designated representative is expected to attend the McCall Area Planning and Zoning meeting and present the application to the Commission.

WHAT IS DESIGN REVIEW?

Design Review is the process through which the City of McCall promotes design standards and design quality for development in the McCall area. The Design Review process consists of an application and review by City staff and approval by the McCall Area Planning and Zoning Commission.

WHAT REQUIRES DESIGN REVIEW?

The following types of development require a Design Review application (dictated primarily in MCC 3.16.02, and elsewhere):

- Any **commercial** development
- Any **industrial** development
- Any **public or semi-public development** (includes private clubhouses or recreational facilities)
- Any development in the **Civic, Agricultural, and Airport Zones** (refer to current zoning map)
- Any **accessory dwelling** unit
- Any **multi-family** residential project (3 or more units)
- Any **single-family** dwelling unit greater than 3500 square feet living area
- Any development in the **Shoreline and River Environs Zone** (see MCC 3.7.02)
- Any development in the **Scenic Route** (see MCC 3.7.03)
- Any **principle dwelling** unit on a **non-conforming lot** of record (see MCC 3.11.01.D)
- Any **camp building** (see MCC 3.13.032.B.2.a.2 for details)
- Any **shared access driveway** (see MCC 9.6.03.A.2)

WHAT DOES NOT REQUIRE DESIGN REVIEW?

The following building or site modifications **do not** require a Design Review application (check with City staff for final determination):

- **Interior remodeling**, which does not impact the exterior appearance, parking, landscaping or other exterior use
- **Repairs** to existing building, which do not significantly change exterior appearance
- **Improvements or maintenance** to an existing building or site, which do not significantly change exterior appearance

WHAT ARE THE CRITERIA FOR DESIGN REVIEW APPROVAL?

To approve a Design Review application, the McCall Area Planning and Zoning Commission must determine that the application meets the following criteria (see [McCall City Code](#) Title 3, Chapter 16):

- The project is in general conformance with the [McCall Area Comprehensive Plan](#).
- The project does not jeopardize the health, safety or welfare of the public.
- The project conforms to the applicable specifications outlined in the [City Of McCall Design Guidelines](#), and other applicable requirements of the zoning ordinance and subdivision ordinance, adopted by the City of McCall.
- A subdivision with its own design review document and process, approved by the Commission, will not be subject to the City's Design Review process.

HOW LONG IS DESIGN REVIEW APPROVAL VALID?

A design review approval shall lapse and become void whenever the building permit either lapses or is revoked, or whenever the applicant has not applied for a building permit within **one year** from the date of initial design review approval.

WHAT IS THE DESIGN REVIEW PROCESS?

The Design Review process consists of the following six (6) steps (see descriptions below):

- Step 1 - Meet with staff (or Commission at a pre-application meeting) to answer any questions and to identify problems
- Step 2 - Submit a complete application
- Step 3 - Staff review of application and distribution to commenting agencies
- Step 4 - Public notice (if necessary)
- Step 5 - Planning & Zoning Meeting (public hearing if not on the consent agenda)
- Step 6 - Building Permit Issuance (after Commission approval and satisfaction of outstanding conditions of approval)

Step 1 - Meet with staff (or Commission at a pre-application meeting) to answer any questions and to identify problems

This step is not required, but highly recommended. An in-person meeting is not always necessary, but some plans or ideas, for staff to respond to, are necessary. This step exists exclusively to aid the applicant in the Design Review process; it allows for problems to be identified and resolved prior to submission.

Step 2 - Submit a complete application

This step requires a meeting with Staff to ensure that the final application is a complete product. If an application is deemed complete, the application is accepted, given an application number, and scheduled for the next applicable Planning & Zoning Commission meeting. If an application is deemed incomplete, the potential applicant is instructed to make the necessary changes and return when the application is complete. Incomplete applications will not be accepted (however, not all potential issues can be identified at the time of submission; staff may find additional issues at the time of formal review).

Step 3 - Staff review of application and distribution to commenting agencies

This step entails the formal review of the application by staff. First, Staff distributes the provided information to interested and concerned agencies requesting comments. Next, Staff compares the provided application, and accompanying documentation, to the McCall City Code and all other relevant planning documents, such as the Comprehensive Plan, the Design Guidelines, etc. Based upon agency comments and relevant City Code staff generates a staff report.

Step 4 -Public notice (if necessary)

If required, the city will provide two (2) forms of public notification for the applicant's use: 1) The applicant must post notice of the public hearing on the subject property; 2) The applicant must mail notice of the public hearing to all property owners within 300' of the subject property. The applicant must provide notarized affidavits of both the posting and the mailing. The posting and mailing must occur at least fifteen (15) days prior to the public hearing. If a public hearing is required and the public notification requirements are not met, the scheduled public hearing will be postponed until the next meeting date.

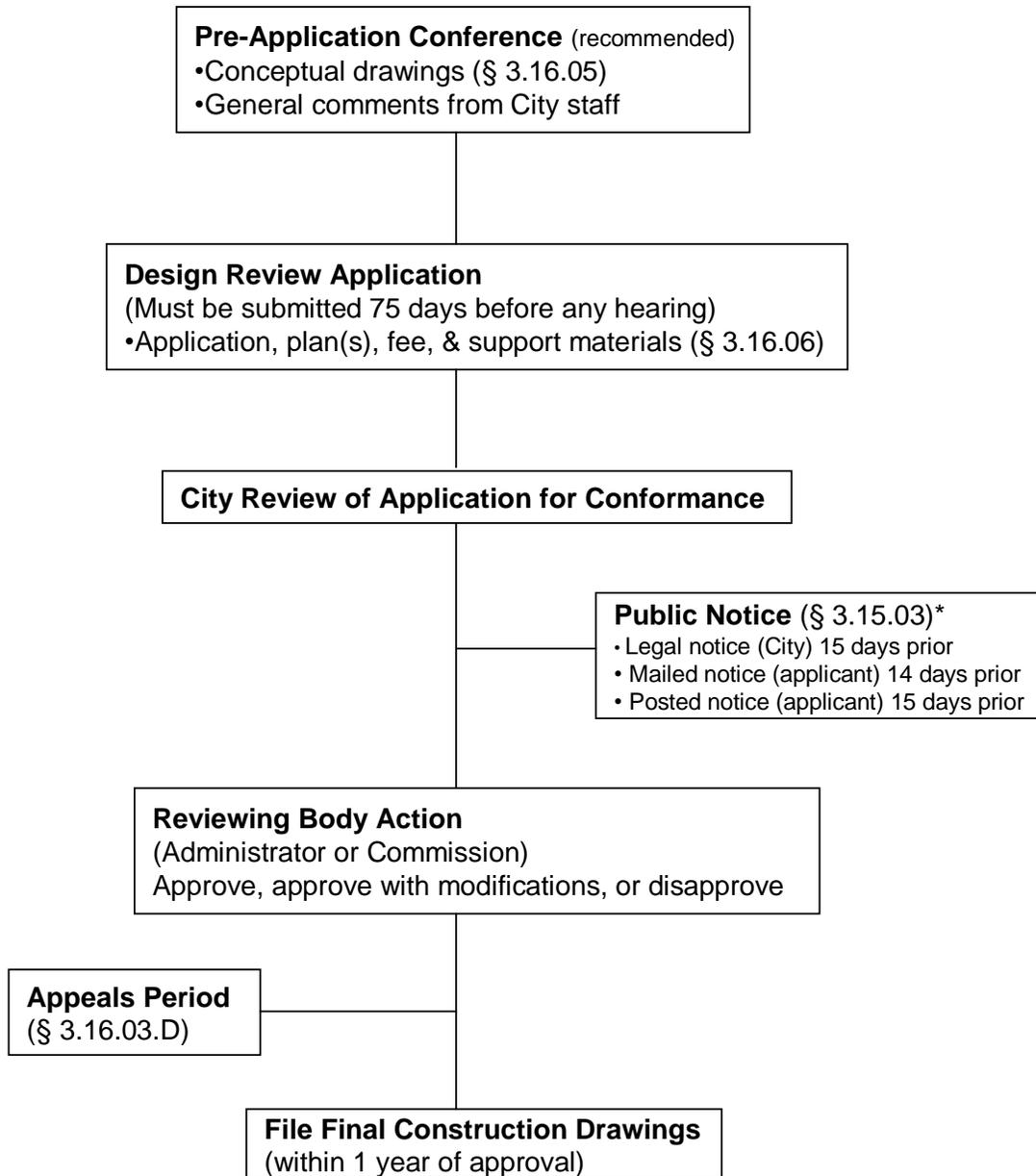
Step 5 - Planning & Zoning Meeting

This step entails the review of the application by the McCall Area Planning & Zoning Commission. The Commission considers staff reports/comments, applicant comments, public comments (if the application is subject to a public hearing). Based on this information the Commission will approve, approve with conditions, continue, or deny the application based upon the Design Review Criteria (see above).

Step 6 - Building Permit Issuance

This step requires that the applicant have an approved application, with all outstanding conditions of approval satisfied, and approved construction plans. A Design Review approval is valid for one (1) year, after one (1) year a one-time, six-month Design Review approval extension may be requested. A building permit may not be issued without a valid Design Review approval (if required).

Design Review Procedure



*Only in cases where a public hearing by the Commission is necessary (§ 3.16.05).

•Scenic Route Note - Prior to the issuance of a building permit, and prior to any clearing, grubbing, excavation, or other construction (including removal of any existing structures or improvements), the owner shall apply to the Commission for approval of a site plan in accordance with § 3.7.032.H (see "Scenic Route Review Procedure" Flow Chart). Structures shall require design approval in accordance with Title 3, Chapter 16, *Design Review* (see above).

•A Community Impact Review (§ 3.13.08) may be required.