



City of Ketchum  
Planning & Building

Pre-Application Mountain Overlay Design Review

OFFICIAL USE ONLY

File Number:

Date Received:

By:

Pre-Application Fee Paid:

Design Review Fee Paid:

By:

Submit completed application and documentation to [planningandbuilding@ketchumidaho.org](mailto:planningandbuilding@ketchumidaho.org). If you have questions, please contact the Planning and Building Department at (208) 726-7801. Design Review criteria, zoning regulations, and development standards are specified in Title 17 of Ketchum Municipal Code, which may be viewed by clicking the link [here](#). You will be contacted and invoiced once your application package is complete.

APPLICANT INFORMATION

Project Name:	Phone:
Owner:	Mailing Address:
Email:	
Architect/Representative:	Phone:
Email:	Mailing Address:
Architect License Number:	
Engineer of Record:	Phone:
Email:	Mailing Address:
Engineer License Number:	
Primary Contact Name and Phone Number:	

PROJECT INFORMATION

Legal Land Description:	Street Address:		
Lot Area (Square Feet):	Zoning District:	RPK #:	
Overlay District:	<input type="checkbox"/> Floodplain	<input type="checkbox"/> Avalanche	<input type="checkbox"/> Mountain <input type="checkbox"/> None
Type of Construction:	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel <input type="checkbox"/> Other
Anticipated Use:	Number of Residential Units:		

GROSS FLOOR AREA

	Proposed	Existing
Basements	Sq. Ft.	Sq. Ft.
1 <sup>st</sup> Floor	Sq. Ft.	Sq. Ft.
2 <sup>nd</sup> Floor	Sq. Ft.	Sq. Ft.
3 <sup>rd</sup> Floor	Sq. Ft.	Sq. Ft.
Mezzanine	Sq. Ft.	Sq. Ft.
Total	Sq. Ft.	Sq. Ft.

FLOOR AREA RATIO

Community Core:	Tourist:	General Residential-High:
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BUILDING COVERAGE/OPEN SPACE

Percent of Building Coverage:
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DIMENSIONAL STANDARDS/PROPOSED SETBACKS

Front:	Side:	Side:	Rear:
Building Height:			

OFF STREET PARKING

Parking Spaces Provided:	Curb Cut:	Sq. Ft.	%
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The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Design Review Application in which the city of Ketchum is the prevailing party, to pay the 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

## PRE-APPLICATION MOUNTAIN OVERLAY DESIGN REVIEW SUBMITTAL CHECKLIST

A Pre-Application Design Review submittal shall include, but are not limited to, the materials listed in the following table in digital format. Please fill out the checklist in the table below and include the sheet number(s) where the required submittal material may be found in the project plan set. The applicant may elect to provide more details, additional plan sheets, and other supplemental materials not listed in the checklist at their discretion.

PRE-APPLICATION DESIGN REVIEW SUBMITTAL CHECKLIST		
Submitted by Applicant	Plan Sheet Number(s)	Pre-Application Required Materials
<input type="checkbox"/>		Project Narrative: A project narrative describing the approach and concept of the project and how the project meets the applicable design review criteria. <i>(narrative shall include a response to each applicable criteria)</i>
<input type="checkbox"/>		Conceptual Site Plan: A conceptual site plan showing proposed on and off-site improvements. Site plan shall include conceptual landscaping and public amenities. Detailed plant list not required.
<input type="checkbox"/>		Conceptual Elevations and Floor Plans: Elevations and floor plans for all facades and all levels shall be provided. Elevations shall depict materiality, however, colored renderings not required.
<input type="checkbox"/>		Conceptual Materials and Color Palette: Materials and colors sample board shall be provided for all facades. Photos of materials, representative imagery, and other digital representation of concept is acceptable. Specifications of materials and colors are not required.
<input type="checkbox"/>		3D Perspectives: A minimum of two perspectives, one from a street view and one from bird's eye view, showing the massing of the proposed project within the context of the surrounding neighborhood. Adjacent properties and structures must be included. Full color renderings or photo-realistic perspectives are not required.
<input type="checkbox"/>		Topography of sufficient detail to represent slope of land
<input type="checkbox"/>		Significant rock outcrops, cuts and fills required and similar features
<input type="checkbox"/>		Elevations of proposed building pads and public streets providing access, private access drives
<input type="checkbox"/>		Preliminary utility extension plans
<input type="checkbox"/>		Drainage plans and driveway plans
<input type="checkbox"/>		Description of proposed blasting, if any

## **Preapplication Mountain Overlay Design Review Standards**

Preapplication Mountain Overlay Design Review required for all new developments on a lot or lots totaling 11,000 square feet or more. Applicants of projects exempt from preapplication design review may request a preapplication design review at their discretion.

Please note that projects that conducted a Pre-Application Mountain Overlay Design Review meeting with the Planning & Zoning Commission, as required or voluntary, must file a complete Mountain Overlay Design Review application and pay all required fees within 180 calendar days of the last review meeting on the Pre-Application with the Commission, otherwise the Pre-Application review will become null and void.

The purpose of preapplication review is to allow the Commission to exchange ideas and give direction to the applicant on the "design concept", keeping in mind the purpose of this chapter and the application of the evaluation standards.

## **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.