

SUN VALLEY ELKHORN ASSOCIATION
P.O. Box 1708
Sun Valley, ID 83353
(208) 622-7420

**ARCHITECTURAL DESIGN COMMITTEE
SUBMITTAL PACKET CONTENTS**

The Submittal Package Description Page.

A general description of what you will need and a fee schedule.

An ADC Application Form.

You only need to fill out the top portion of this application.

A Plan Review Checklist.

On new construction, all of the items on this list must be addressed or you cannot be included on the agenda. That means exterior color samples, cut sheets of exterior lighting and a drawing of any chimney caps (required on all projects including remodels).

Schedule A The Fee Schedules

A complete breakdown of review fees.

Schedule A-1 Completion Deposit Schedule

A complete breakdown of deposit requirements.

A blank Schedule B Construction Agreement.

This is essential and you cannot be placed on the agenda without one on file. Please check the Description Page for details.

A blank Schedule C NOTICE Form.

Complete for mailing to contiguous neighbors by SVEA ADC Administrator. Please check the Description Page for details.

Schedule D Sign Standards.

Of particular use to developers and those offering their property for sale, this page describes sign restrictions for Elkhorn property under development.

Schedule E

A copy of the Sun Valley City code referring to building envelope coverage.

Schedule F

Sun Valley Elkhorn Association's exterior lighting requirements.

ACHITECTURAL DESIGN COMMITTEE PLAN REVIEW REQUIREMENTS

Your Submittal Should Include:

1. **One** set of plans and information completed per **Plan Review Checklist**.
2. **Construction Agreement, signed** by **all** recorded owners of the property and notarized. Please submit original document. **A facsimile is not acceptable.**
3. **ADC Application Form**, completed.
4. **Written approval** from the sub-association board and/or manager for all planned improvements located within any sub-association property.
5. **Notice to neighbors within 100'** completed by applicant and submitted together with a list of the contiguous neighbors and their mailing address. The ADC administrator will then prepare and mail the notices.
6. **Variance Application** (if applicable) requires written request outlining reasons supporting variance and notice to properties within 300'. Applicant completes and submits together with a list of the owners of properties within 300' and their mailing addresses. The ADC administrator will then prepare and mail the notices by USPS certificate of mailing. The applicant may be required to reimburse SVEA for the cost of the mailing. Refer to section 8.08 of the SVEA Master Declaration for details.
7. **The Check List** including attention to **ALL** items for remodels and new construction. This includes such items as a drawing of the chimney cap, a cut sheet of the exterior lighting and color samples. The samples must be in a form that can be filed in a standard office file folder, i.e., color photocopies of color boards.
8. **Appropriate Review fees as follows:**
 - Single-family new residence - \$750
 - Preliminary Review - \$300 with the \$450 balance paid with Final Review (no construction agreement required until final submittal)
 - Single-family remodel - \$450
 - Dog runs, fences, walls, screens. Landscape additions (depending on complexity of proposal), decks, minor exterior modifications and alterations &75 - \$150
9. **Completion Deposits are as follows:**
 - Single family new residence - \$1500
 - Single family remodel - \$1000
 - Multi family project - \$1000
10. **Building Corner Stakes & Story Poles** are required for **ALL** commercial and multi-family projects. Building corners, driveway centerline, lot corners with witness stakes, building envelope centroid, and a staking plan is also required for **ALL** residential projects.

“ALL” OF THE ABOVE MUST BE SUBMITTED AS A PACKAGE no later than the Monday before the Wednesday two weeks prior to an intended meeting date. Meetings are generally held the second Wednesday of each month. The submittal package will be checked for accuracy and the owner or architect will be notified of meeting dates and times.

MEETING PROCEDURE: At the meeting the owner of architect will present plans to the committee, the committee will ask questions and express concerns. Question and comments will also be taken from any neighbors or their representative attending the meeting. Following this question and answer period the presenters will leave. After the Committee hears all of the presentations they will then discuss each project privately and make their decisions. A letter stating the Committee’s decision will be sent to the owner with a copy to the architect no later than the Friday following the meeting.

Revised 7/1/04

**SUN VALLEY ELKHORN ASSOCIATION
ARCHITECTURAL DESIGN COMMITTEE**
Application for Architectural Review

Date of Application _____ Fee _____ Completion Deposit _____
Date of Plans Submitted _____ Date Paid _____
Location of Project _____
Type of Project _____

Owner _____ Architect or _____ Other _____
Mail Address _____
Preparer _____ Address _____
Home Phone _____
Business Phone _____ Phone _____

*******DO NOT WRITE BELOW THIS LINE*******
(Items to be Completed at Time of Review)

Meeting Date _____ Presented By _____

Action of Committee: Approved _____ Denied _____ Tabled _____

Committee Comments:

***** VARIANCE APPLICATION*****
(Master Declaration Article VIII, Section 8.08)

Applicant proposes a variance to Section: _____
for _____

Variance Requirements

- | | |
|----------------------------|------------------------------|
| 1. Topography _____ | 4. Aesthetic _____ |
| 2. Nat. Obstructions _____ | 5. Env. Considerations _____ |
| 3. Hardship _____ | 6. Other _____ |

Action of Committee: Approved _____ Denied _____ Tabled _____

Signatures: _____

Committee Comments:

**SUN VALLEY ELKHORN ASSOCIATION
ARCHITECTURAL DESIGN COMMITTEE**

ARCHITECTURAL REVIEW SUBMITTAL CHECK LIST

Property Owner _____ **Account #** _____
Subdivision/Lot _____ **Architect** _____

APPLICATION PACKAGE

- Application - Completed by owner or architect
- Construction Agreement - Notarized signatures of **all** recorded owners of subject property **(Original Construction Agreement must be submitted on "deadline date" - two weeks prior to meeting)**
- Review Fee
- Completion Deposit
- Stake building corners, driveway centerline, lot corners with witness stakes, building envelope centroid, a staking plan is also required with plan submittal.
- Variance Application - Notice to properties within 300' (if applicable)
- Written approval from sub association board or manager (if applicable)
- Notice to neighbors within 100'

PLAN PACKAGE (1 set)

Site Plan Requirements

- _____ Idaho licensed architect stamp and signature
- _____ Vicinity map
- _____ Neighborhood map 1" = 100' - show impact of proposed improvement on neighboring view corridors
- _____ Show adjacent structures on site plan
- _____ Site plan 1" = 10'
- _____ Property lines
- _____ Dimensions
- _____ Centroid
- _____ Envelope
- _____ Building footprint
- _____ Grading - existing and proposed at 2' contour intervals; show spot elevations for driveway grades, elevations for garage and finished floor, top and bottom of all landscape walls
- _____ Drainage - show how all site drainage will be addressed on-site, or within existing drainage patterns
- _____ Benchmark location
- _____ Driveway - show turnarounds, parking and material
- _____ Maintenance areas, utilities access, snow storage, easements
- _____ Construction fence location shown on plans
- _____ Dog run
- _____ Perimeter fencing

ADC DESIGN REVIEW SUBMITTAL CHECK LIST

Page 2

Architectural Requirements

- _____ Floor plan, square footage of each floor
- _____ Cross section, height above existing and proposed grades
- _____ Elevations 1/8" = 1', exterior materials, colors
- _____ Chimney cap(s) located on all non-masonry fireplace and boiler vents
- _____ Plumbing and heating vents
- _____ Roof plan, material, pitch, hips, valleys, gables, drip lines, snow retention devices, location of all roof vents and flues
- _____ Exterior Lighting (attached) See Schedule F & provide a cut sheet

Landscape Requirements

Note: The Architectural Design Committee strongly encourages a low water use landscape plan.

- _____ Idaho licensed landscape architect stamp and signature
- _____ Landscape plan 1" = 10'
- _____ Plant legend - list all plant material, numbers, sizes
- _____ Mark each tree size at the location of each tree with either the caliper size or the height
- _____ Existing site features
- _____ Decks, walls
- _____ Screening for utility boxes or meter bases
- _____ Automated irrigation system
- _____ Exterior lighting - See Schedule F & provide a cut sheet
- _____ Address monuments
- _____ Yard art
- _____ Flag poles
- _____ Satellite dish

Comments

**SUN VALLEY ELKHORN ASSOCIATION, INC.
ARCHITECTURAL DESIGN COMMITTEE**

COMPLETION DEPOSIT SCHEDULE

SCHEDULE A-1

1.	SINGLE FAMILY RESIDENTIAL PLAN	\$1500.00
2.	SINGLE FAMILY RESIDENTIAL REMODEL, ADDITION, OR ALTERATION	\$1000.00
3.	COMMERCIAL OR MULTI FAMILY PROJECTS	\$1000.00 per unit

NOTE: All deposits will be refunded upon passing final inspection per Master Declaration Section 8.06

AGREEMENT FOR CONSTRUCTION, LANDSCAPING, ADDITIONS, OR ALTERATION OF IMPROVEMENTS AT ELKHORN

Sun Valley Elkhorn Association, Inc.
Architectural Design Committee
Box 1708, Sun Valley, ID 83353
(208) 622-7420
FAX (208) 622-3215

1. As an Elkhorn property owner, I/we certify that I/we have read the Elkhorn Restrictions (including applicable subdivision declarations), and the Design Committee Manual pertaining to construction or alteration of improvements at Elkhorn and that I/we fully understand the requirements of this submittal.
2. I/we understand that all inspections and/or operations required to be performed by persons other than ADC personnel shall be at the sole expense of the owner.
3. I/we understand that any change or deviation in the building, site, or any portion of the improvement from the approved plans must be resubmitted to the committee for approval prior to such change being made and that an additional fee may be required. I/we further understand that any deviations from approved plans in actual construction may result in an order for an immediate halt in construction and a restoration of the property and/or improvement to its original condition or to a condition in conformance with the approved plans.
4. I/we understand that it is the responsibility of the owner to bear the cost of any corrections required by the committee because of the failure of the owner to follow the plans as approved by the committee. I/we further understand that deviation from the approved plans is a violation of Elkhorn Restrictions which may cause, among other penalties more fully defined in said Elkhorn Restrictions, a special assessment of up to \$50 per day to be imposed for each day said violation continues, and/or loss of Elkhorn amenities and that all unapproved construction be brought into conformance with the approved plans.
5. I/we understand that all construction activities required to complete the work in accordance with approved plans shall be confined to the boundaries of the subject property and that I/we assume responsibility for any and all damage to adjacent properties caused by owner, contractor, subcontractor, or any persons connected in any fashion with work covered by this submittal.
6. I/we understand that approval for new construction or alteration of existing structures within Elkhorn is valid for 365 days unless a shorter period is set by the ADC at the time plans are approved. If construction has not begun in that time, plans must be resubmitted to the committee for approval and an additional fee may be required.

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ADC MANUAL SCHEDULE C

NOTICE

NOTICE TO AFFECTED PROPERTY OWNERS OF AN APPLICATION FOR
SITE PLAN AND ARCHITECTURAL REVIEW

NOTICE IS HEREBY GIVEN that the SVEA Architectural Design Committee will hold a meeting on _____
_____ to consider the application of _____ for Site Plan and
Architectural Review with regard to the following described property:

Street Address _____

Legal Description _____

The applicant proposes to construct the following: _____

Applicant is requesting a variance for: _____

Reasons supporting variance: _____

NOTICE IS FURTHER GIVEN that the ADC meetings are held at the Harker Center, generally on the second Wednesday of every month. However, special meetings may be called when necessary. **The meeting date as specified above may be postponed or changed to a later date. Please call to confirm the date.** All interested parties should contact the SVEA office with questions, comments and requests for meeting details and agenda times. Written comments received prior to the meeting shall be made part of the record at the meeting. Plans and supporting documents are on file in the SVEA offices at the Harker Center.

DATED this ____ day of _____, 200__

ADC Administrator

(Revised 7-3-03)

**SUN VALLEY ELKHORN ASSOCIATION, INC.
ARCHITECTURAL DESIGN COMMITTEE**

SCHEDULE D

Sign Design Standards and Restrictions

1. **Permanent signs** (commercial, business, etc.) require formal architectural design review approval
2. **Banners/buntings/pennants and announcement flags** require formal architectural design review approval
3. **Temporary sales signs for vacant land or improved property** do not require formal architectural design review and approval provided the following conditions are met:
 - A. Size - 3 sq. ft. maximum
 - B. Only one sign is allowed per improved property or vacant lot
4. **Temporary Site Development** does not require formal architectural design review and approval, provided the following conditions are met:
 - A. Size - 32 sq. ft. maximum
 - B. Only one sign is allowed per development site, e.g., all subcontractor/job trailer/architect/builder, etc., signs shall be made a part of the single 32 sq. ft. sign
 - C. Colors - subdued and unobtrusive
 - D. Duration - This sign shall be removed by the owner/developer of the property within 10 days after notification of the completion of final inspection of the property (Section 4.4 ADC Manual)

**SUN VALLEY ELKHORN ASSOCIATION
ARCHITECTURAL DESIGN COMMITTEE**

SCHEDULE E

SUN VALLEY MUNICIPAL CODE 9-9-3 B

Lot Coverage: For each lot in an RA or RS-1 District, the maximum total area of the lot which the building envelope and building footprint may occupy shall be determined in accordance with the following formula:

1. For lots of ten thousand eight hundred ninety (10,890) square feet or less (1/4 acre), a footprint of two thousand five hundred (2,500) square feet. (Ord. 202, 4-6-88)
2. For lots with areas greater than ten thousand eight hundred ninety-one (10,891) square feet, a footprint of two thousand five hundred (2,500) square feet plus one square foot for each additional twelve (12) square feet of lot area over ten thousand eight hundred ninety (10,890) square feet. (Ord. 333, 8-23-90)
3. For lots greater in size than eighty-three thousand two hundred one (83,201) square feet, the maximum allowable footprint shall be twelve percent (12%) of the lot area. (Ord. 219, 10-17-89)

**SUN VALLEY ELKHORN ASSOCIATION, INC.
ARCHITECTURAL DESIGN COMMITTEE**

**EXTERIOR LIGHTING
SCHEDULE F**

- 1.0 Intent – It is the intent of this schedule on exterior lighting to eliminate and prevent light trespass through the proper installation of lighting fixtures. All new exterior lighting shall not cause light trespass and shall be such as to protect adjacent properties within the jurisdiction of SVEA from direct glare, non-essential and excessive lighting. Homeowners are encouraged to modify existing exterior lighting to meet the intent of these guidelines.
- 2.0 Definitions:
- 2.1 Exterior Lighting is defined as temporary or permanent lighting that is installed, located or used in such a manner to cause light rays to shine outside. Fixtures that are installed indoors that are intended to light something outside are considered exterior lighting for the intent of these guidelines.
- 2.2 Direct Glare is defined as intense light that results in discomfort and/or a reduction of visual performance and visibility.
- 2.3 Non-Essential Lighting is defined as lighting that is not necessary for an intended purpose after the purpose has been served. Example: For purposes of these guidelines, lighting for a business sign that could be considered essential during business hours, however, is considered non-essential once the business is closed.
- 2.4 Light Trespass is defined as light falling where it is not wanted or needed, generally caused by a light on property that shines onto the property of others.
- 2.5 Seasonal Lighting is defined as decorative holiday type lighting, limited to small individual bulbs on a string, and is subject to time of year and hour of day requirements.
- 3.0 Fixture Design – All exterior lighting shall be limited to: a) full cut-off fixtures; b) partially shielded fixtures; and c) recessed fixtures, provided that they meet the requirements of Section 1.0 above and the definitions below for their intended purposes.
- 3.1 Full Cut-Off Fixtures are defined as fixtures, as installed, that are designed or shielded in such a manner that all light rays emitted by the fixture, either directly from the bulbs or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.
- 3.2 Partially Shielded Fixtures are defined as fixtures where the bulb of the fixture is shielded by a translucent siding and is not visible at all. Light may be emitted at the horizontal level of the bulb.

- 3.3 Recessed Fixtures are defined as fixtures built into a structure or portion of a structure such that the bulb is fully cut-off and no part of the bulb extends or protrudes beyond the underside of a structure or portion of a structure.
- 4.0 Landscape Lighting – The lighting of vegetation other than seasonal lighting is discouraged and shall be in conformance with the requirements of these guidelines. Up-lighting is prohibited.
- 5.0 Seasonal Lighting – Decorative holiday lighting used on the exterior of buildings and in plantings is permitted during the winter months from November 1st until March 15th, provided a timer is used to insure that the seasonal lighting is turned off by 11:00 p.m. each evening. The use of seasonal lighting shall be kept to a minimum so as to meet the intent of this Resolution.
- 6.0 Other – Sensor activated lighting that meets the requirements above is allowed, provided the light is set to go on when activated and to go off within five minutes after activation has ceased, and the light shall not be triggered by activity off the property. Photocells with timers that allow a light to go on at dusk and off by 11:00 p.m. are encouraged. Exterior lighting should not be used as a replacement for a security alarm system.