



DESIGN REVIEW INFORMATION

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July 2025 Form

REQUIREMENTS. Design Review Clearance standards are described in [Chapter 18.16 Design Review](#) of Chubbuck municipal code for **building, developing, or substantially altering** the exterior of buildings or sites throughout the city. It focuses on technical requirements in City Code and how they apply to each individual project. Applicants are encouraged to communicate with city staff for guidance on city standards in completing their draft plan. Site planning should be **essentially complete** before the Design Review application to prevent undue project delays.

The following buildings and projects require Design Review Clearance:

1. Commercial and industrial buildings/uses;
2. Residential buildings with three (3) or more single-family units, including, but not limited to, apartments, three-plexes, townhomes, etc.;
3. Any other residential development containing densities greater than six (6) units per acre; or
4. Site alterations, such as adding, removing, or modifying features (i.e., access, parking, landscaping) when modifications may affect how the site complies with city requirements.
5. Free-standing signs (monuments, pylon or pole signs, etc.) require Design Review Clearance, but have a **separate** application form.

TIMING. Whenever a Design Review Clearance is required for a project, it must be **approved prior** to applying for a Conditional Use Permit, Preliminary Plat, Short Plat, or Building Permit. There is no deadline for submittals – once an application is complete the Committee will issue a written decision within 14 calendar days. The Committee includes the Mayor, City attorney, Land Use and Development Commission chair, and City staff.

EXEMPTIONS. The following are exempted from Design Review Clearance:

1. Structures not visible from a public street, private street, or abutting residence;
2. Structures fully screened from all abutting property lines not owned entirely by the applicant;
3. Maintenance and repair of existing exterior facades;
4. Modifications to exterior finishes that do not change the materials, including but not limited to paint, stain, or other exterior finishes;
5. Roofing material; and
6. Accessory dwelling units that are not considered towards density calculations.

ELEMENTS. Various topics addressed in Design Review are listed below. In reviewing the application, the Committee must find that the project will conform to, or exceed, applicable standards of City Code.

- **Approach and Access Management Standards-** See Bannock Transportation Planning Organization's (BTPO) [Access Management Guidelines](#), which the City has adopted as policy standards.
- **Curb, Gutter, and Sidewalk standards-** Typical sections are available by contacting Development Services¹.
- **Street, Right-of-Way, Traffic Circulation, and Traffic Study Standards-** All projects need to comply with the following:
 - o Adherence to BTPO [Traffic Impact Analysis Guidelines](#), which the City has adopted as policy standards. Depending on trip generation per Appendix A, each project will need to submit either a traffic statement (Appendix B) or a more detailed form of traffic impact analysis (Appendix C). Forms are included
 - o Rights-of-way are required to be dedicated and improved in accordance with the *Functional Classification Road Map* of the Comprehensive Plan and City Code [Section 16.12.020](#).
- **Stormwater Retention Standards-** The City has adopted the [Portneuf Valley Stormwater Design Manual](#) and projects are expected to follow the requirements. All stormwater generated by hard surface improvements on the site are required to be **retained and treated** on the site.



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- **Water, sanitary sewer, and sanitation standards-** All dumpsters must be surrounded by a 3 sided, solid enclosure meeting the City's standard detail. Contact Development Services¹ for any questions or for standard details related to any of the items in this category.
- **Fire Code standards-** Generally all projects require a KnoxBox(es) and all must have **visible** addresses. Contact the Chubbuck Fire Department² for questions about fire hydrant locations within your project.
- **Parking Standards-** See City Code [Section 18.08.046](#) for standards relative to specific land uses. Per code all driveways and parking stalls must be **paved**, and stalls must be at least 180 square feet. See the US Access Board's *Guide to the ADA Accessibility Standards* Sections [208](#) and [502](#) for accessible parking requirements.
- **Landscaping Standards-** Please review the City [Landscaping Requirements](#) and Code [Section 18.14.020](#) for specific requirements for roadway frontage, parking lots, and driveway or intersection sight clearance. Contact Planning Services with any questions³.
 - o A 10' landscaping strip adjacent to the public right-of-way, includes 1 tree per 50 linear feet and 1 shrub per 5 linear feet, and the strip to be landscaped with grass, ground cover, or other landscape treatment, excluding paving. This strip may include the collection and treatment of stormwater.
 - o Off-street parking areas or other vehicle use areas with 10 or more parking spaces are required to have landscaping beds equal to at least 5% of the total parking lot area.
 - o Sight clearance (triangles) at intersections must be maintained per the [Access Management Guidelines](#).
- **Lighting Standards-** City Code does not allow light trespass onto **surrounding** properties not associated with the site, and no lights may shine upward into the night sky³. Contact Planning Services.
- **Sanitary Sewer Pretreatment standards-** All non-residential sewer connections require a permit. Depending on the use, other requirements such as a pretreatment device may be required. Contact the Water Operations pretreatment coordinator⁴ to discuss your project.
- **Building Code standards-** For applications requiring Design Review approval, plans are typically required to be **stamped** by a professional engineer licensed in the State of Idaho. Residential structures with three or more units have residential **fire suppression**; single-family attached units do not have the same requirement. All **signs** will need to meet with zoning code and building code requirements. No new billboards (off-premise advertising) are allowed in Chubbuck.
- **Platting and Development Agreement standards-** Prior to applying for Design Review Clearance contact Development Services¹ to discuss whether a planning conference is also required. If a lot is not covered with a plat, or is covered with an obsolete plat, a new plat is typically required. Most new plats will require a development agreement to cover things like public improvement warranties, improvement inspections, and processes.
- **Other items specific to the use, the site, the zone, etc.-** Attach additional sheets and illustrations to your application as necessary.

¹ Development Services Manager Sean Harris, at sharris@cityofchubbuck.us

² Fire Chief Merlin Miller, at mmiller@cityofchubbuck.us

³ Planning Services Manager Don Matson, at dmatson@cityofchubbuck.us

⁴ Pre-treatment Coordinator Scott Youngblood, at syoungblood@cityofchubbuck.us



Public Works Department
Planning and Development

290 E Linden Ave
Chubbuck, ID 83202

208.237.2430
www.CityofChubbuck.us

DESIGN REVIEW APPLICATION

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Consult the Design Review Information pages, city staff, or chapter 18.16 of City Code for guidance on an application.
Submit complete application and all attachments to Permit Desk at City Hall or email to permits@cityofchubbuck.us.

DATE RECEIVED: _____

STAFF: See Page 3

SECTION A – APPLICANT

A1. Name	A3. Phone Number (include area code)	A4. Email Address
A2. Mailing Address	City	State Zip Code

SECTION B – OWNER (IF DIFFERENT THAN APPLICANT)

B1. Name of Person, Trust, LLC, etc. See E4, E5.	B3. Phone Number (include area code)	B4. Email Address
B2. Mailing Address	City	State Zip Code

SECTION C – CONTACT (IF DIFFERENT THAN APPLICANT)

C1. Point of Contact	C3. Phone Number (include area code)	C4. Email Address
C2. Firm Name (if applicable)	Mailing Address	City State Zip Code

SECTION D – PROJECT INFORMATION

D1. Project Name	D6. Zoning on Site
D2. Site Address (or Location if no Address)	D7. Project Description and Proposed Use(s)
D3. Existing Structure(s) and/or Other Conditions on Site	
D4. Size (Acres or Square Feet) of Project Area / Parcel	D8. General Traffic, Vehicle Types Expected (include box trucks, tractor trailers)
D5. Size (Square Feet) of Proposed Structure(s)	

SECTION E – REQUIRED ATTACHMENTS

Include a separate document for each attachment E2 – E13

E1. Design Review Clearance application fee - \$150 ☐	Submit fee with application to the Permitting Desk at City Hall or call 208-417-7176.
E2. Vicinity map of site and surrounding area ☐ drawn to scale, with the following elements	
<i>Item Description – check off each element. Describe features on a separate sheet if necessary.</i>	
Project location and boundaries- included ☐	Existing off-street parking facilities- included ☐ N/A ☐
Existing structures and trees on site- included ☐ N/A ☐	Access points to project site- included ☐
Buildings on other properties within 100'- included ☐ N/A ☐	Access to adjacent property and those across the street- included ☐ N/A ☐



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SECTION E – REQUIRED ATTACHMENTS (cont.)

Include a separate document for each attachment E2 – E11

E3. Site Plan ☐ drawn to scale, with the following elements

Item Description – check off each element

Please describe features on a separate sheet if necessary.

Project boundaries- <i>included</i> ☐	Sidewalks, ADA ramps, and pedestrian route(s) to building- <i>included</i> ☐
New structures; buildings, loading docks, signs, etc.- <i>included</i> ☐	Stormwater retention areas- <i>included</i> ☐
Existing structures, parking, trees to remain on site- <i>included</i> ☐	Easements and rights-of-way- <i>included</i> ☐
Parking areas and traffic circulation patterns- <i>included</i> ☐	Above and below ground utilities and irrigation facilities- <i>included</i> ☐
Parking stalls (stalls must be at least 180 sf) - <i>included</i> ☐	Landscape bed locations- <i>included</i> ☐
<i>Per ADA standards all projects require at least one accessible space and it must be van accessible- included</i> ☐	Dumpster enclosures- <i>included</i> ☐
	<i>OR, if using trash carts instead of a dumpster, check here</i> ☐ N/A

E4. Warranty deed(s) showing ownership for property(ies) located at site- *included* ☐

E5. If the application is presented by someone other than the property owner of record, an *Affidavit of Legal Interest* is required, signed by property owner(s) and notarized (*blank copy is attached*) *included* ☐ Yes ☐ N/A

- If a Trust is the owner, include a copy of the Trust and any later document modifying the Trust to indicate the Trustee authorized to sign and make application- *included* ☐ Yes ☐ N/A
- If an LLC or other entity is the owner, provide proof that the person signing the application on behalf of the entity is the Authorized Agent to do so- *included* ☐ Yes ☐ N/A

E6. Preliminary (or final) landscaping plan, on separate sheet- *included* ☐

E7. Floor plan(s), include gross square footage for each floor, occupancy classification and type of construction, location of any floor drains- *included* ☐

E8. Detailed elevations of all sides of proposed buildings in the development, and other exterior elements such as color, materials, etc. *included* ☐

E9. Signage plan, showing location, size, and dimensions of each, with illustrations (separate sheet)- *included* ☐

E10. Lighting plan, showing: 1-locations of lighting structures and fixtures, 2-lighting distribution on site, and 3-lighting fixtures/type – demonstrating how light will be aimed and shielded to prevent light trespass off the property and downward from the night sky, on separate sheet(s)- *included* ☐

E11. A list of chemicals, including cooking oils, to be stored and/or used on site, on separate sheet(s)- *included* ☐
if proposed for disposal in the sanitary sewer system, submit planned pretreatment method, if any (include with list of chemicals)- *included* ☐ N/A ☐

E12. A traffic analysis, following the format provided in the BTPO Traffic Impact Analysis Guidelines (document attached)- *included* ☐

E13. If the project is in the CC-HS, CC-NC, PUD, HC, or V zone, attach required checklist or certification of compliance for the zone- *included* ☐ N/A ☐

SECTION F- CERTIFICATION

- I, the undersigned, hereby certify that the information herein and attached hereto is true and correct to the best of my knowledge.
- I agree to comply with all provisions of ordinances and laws governing this type of work, whether specified herein or not.
- I am aware that if this application is not complete, the Design Review Committee will not begin its review until the proposal is deemed complete by the City upon further submission of materials.
- I hereby authorize the filing of this application and grant approval of on-site review of the development described herein.
- I certify that I am authorized to file this application.

F1. Signature

F2. Printed Name

F3. Date



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STOP: SECTION G-FOR STAFF USE ONLY

G1. COMPLETENESS REVIEW:

Received by: _____

Application form complete? ☐ Yes ☐ No

Date: _____

Fee paid? \$150 ☐ Yes ☐ No GL# 10-36-66000 Design Review Clearance

Reviewed by: _____

All attachments included? ☐ Yes ☐ No If no, list concern(s):

Date: _____

Project No: _____

Additional information received? ☐ Yes Date: _____ ☐ N/A

AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO)
 :SS
County of Bannock)

Name	Address
City	State

Being duly sworn upon
oath, depose and say:

Being the owner of the property described on the attached sheet, I grant permission to:

Name	Address

To submit the following application(s) pertaining that property and to allow City Staff the ability to do an on-site review of the site to inspect, measure, and record information related to the application:

- | | |
|--|--|
| ☐ Preliminary Plat
☐ Final Plat / Short Plat
☐ Design Review
☐ Conditional Use Permit or CUP Amendment
☐ Title 18 Map Amendment (Rezone) to _____
☐ Annexation and Initial Zoning Request | ☐ Accessory Dwelling Unit
☐ Comprehensive Plan Map Amendment
☐ Planned Unit Development Designation or Amendment
☐ Creative Community Designation or Amendment
☐ Administrative Variance
☐ Variance |
|--|--|

I agree to indemnify, defend and hold the City of Chubbuck and its employees harmless from any claims to liability resulting from any dispute as to statements contained herein or as to the ownership of the property which is the subject of the application.

DATED this _____ day of _____, 20____

Signature

I, the undersigned, a Notary Public in and for the above-named county and state, do hereby certify that on this _____ day of _____, 20____, personally appeared before me

_____,
known to me to be the person described in and SUBSCRIBED AND SWORE to me the day and year first written above.

Given under my hand and official seal the day and last year above written,

(seal)

NOTARY PUBLIC – STATE OF IDAHO
Residing at: _____
Commission expires: _____