



**CENTRAL BUSINESS DISTRICT  
ARCHITECTURAL DESIGN REVIEW CHECKLIST**  
Community Development Department  
8930 N Government Way, Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) 208-209-2022

Architectural Design Standards shall apply to new construction and renovations except the following: interior remodels; normal or routine maintenance and repair; any type of construction that does not require a building permit; and/or temporary structures as allowed per zoning code.

**CHECKLIST:** The following architectural design features shall be required in all new construction and renovations where applicable. A request is made by submitting the following:

- Narrative addressing the design goals as identified in City Code §11-2-6(E)(2)(c):
  - Pedestrian Oriented Ground Floors;
  - Reinforced Corner;
  - Human Scale Building Façade;
  - Façade Articulation;
  - Cohesive Architectural Elements;
  - Semi-public Spaces;
  - Weather Protection;
- Architectural Site Plan which includes the entire project parcel
- Palette showing colors, types of materials to be used, specifications, etc.
- Other supporting materials meeting additional requirements as identified by Title §11-2-6

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**NOTE:**

1. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*
2. *Architectural Design Standards shall apply to all new construction and renovations in the Central Business District (CBD) zone which shall be defined as an activity or series of activities within a three year time period which are equal to or exceed 50% of the assessed value (per the latest structural value as determined by the Kootenai County assessor) of the existing structures excepting those project types specifically exempted which are listed in Hayden City Code §11-2-6(E)(1).*
3. *The standards for approval by staff include the following; the proposal incorporates all architectural design requirements, the applicant has demonstrated that the proposal addresses each of the applicable architectural design criteria, and utilizes elements or approaches identified for each criteria. The Architectural Design Standards can be found in Hayden City Code §11-2-6(D) & §11-2-6(E).*
4. *Building permit and site plan review is concurrent with the Architectural Design Review according to the standards of approval identified in Title §11-2-6. These components shall be addressed either within the narrative or within the building and site plan submittals and may include a building material and/or color palette as identified in the narrative.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

**STEP 1:** On the left under Services/Building Department select “Apply for a Planning, Zoning, or Engineering Process”.

**STEP 2:** Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

**STEP 3:** Select a Property. You can search by Address, Parcel Number, or Owner Name.

**STEP 4: Enter PZE Process Details** Choose Central Business District Architectural Design Review, enter work description, and construction and parking details.

**STEP 5: Enter Applicant Info** Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

**STEP 6: Estimate Fees** Click Next. (Fee estimates do not have to be chosen.)

**STEP 7: Attachment** Upload required documents for your PZE Process. Click next.

**STEP 8: Disclaimers** Check accept for each disclaimer. Click submit.

**Successful Permit Application** Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.