



**City of Ketchum
Planning & Building**

Application to Alter or Demolish a Historic Structure*

***This application only applies to structures listed on the City of Ketchum's Historic Building/Site List.**

OFFICIAL USE ONLY
File Number:
Date Received:
By:
Review Fee Paid:
Approved Date:
Denied Date:
By:
ADRE: Yes <input type="checkbox"/> No <input type="checkbox"/>

Submit completed application and documentation to planningandzoning@ketchumidaho.org Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID. If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: www.ketchumidaho.org and click on Municipal Code. 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:		
<i>All plans and drawings for public commercial projects, residential buildings containing more than four (4) dwelling units and development projects containing more than four (4) dwelling units shall be prepared by an Idaho licensed architect or an Idaho licensed engineer.</i>		
PROJECT INFORMATION		
Legal Land Description:		
RPK (Parcel) Number:		
Street Address:		
Lot Area (Square Feet):		
Zoning District:		
Overlay District:	<input type="checkbox"/> Floodplain	<input type="checkbox"/> Avalanche <input type="checkbox"/> Mountain Overlay
Type of Construction:	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Other
Anticipated Use:	Number of Residential Units:	
	Gross Square Feet of Commercial Space:	
TOTAL FLOOR AREA		
	Proposed	Existing
Basements	Sq. Ft.	Sq. Ft.
1 st Floor	Sq. Ft.	Sq. Ft.
2 nd Floor	Sq. Ft.	Sq. Ft.
3 rd Floor	Sq. Ft.	Sq. Ft.
Mezzanine	Sq. Ft.	Sq. Ft.
Total	Sq. Ft.	Sq. Ft.
INFORMATION ON PROPOSED REPLACEMENT PROJECT		
FLOOR AREA RATIO		
Community Core (Existing):	Tourist (Existing):	General Residential-High (Existing):
Community Core (Proposed):	Tourist (Proposed):	General Residential-High (Proposed):
BUILDING COVERAGE/OPEN SPACE (all other zone districts)		
Percent of Building Coverage (existing):		
Percent of Building Coverage (proposed):		

SETBACKS AND BUILDING HEIGHT			
Front (Existing):	Side (Existing):	Side (Existing):	Rear (Existing):
Front (Proposed):	Side (Proposed):	Side (Proposed):	Rear (Proposed):
Building Height (Existing)			
Building Height (Proposed):			
OFF STREET PARKING			
Parking Spaces Provided:			
Curb Cut:	Sq. Ft.	%	
WATER SYSTEM			
<input type="checkbox"/> Municipal Service		<input type="checkbox"/> Ketchum Spring Water	

The Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Application to alter or demolish a structure 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

ALTERATION OR DEMOLITION REVIEW EVALUATION STANDARDS

Pursuant to Chapter 17.20 Historic Preservation in the City of Ketchum Municipal Code:

The HPC may approve, approve with conditions, or deny a Request for Demolition or Alteration application based on the following criteria:

1. Is the structure of historic or architectural value or significance and does it contribute to the historic significance of the property within the Community Core.
2. Would the loss, alteration of, or addition to, the structure adversely affects the historic integrity of the structure, impact the significance of the structure within the Community Core , impact the architectural or aesthetic relationship to adjacent properties, or conflict with the Comprehensive Plan.
3. Does the structure retain the requisite integrity to convey its historic and/or architectural significance.
4. Does the proposed demolition or alteration adversely affect the historic significance or architectural distinction of the structure or the Community Core.

Appropriate alterations might include but are not limited to:

1. Changes to the building's interior that are not visible from a public street, alley, park, or other public place;
2. Changes to internal building systems that will not adversely affect the external appearance of the building;
3. The erection or removal of temporary improvements.
4. Adaptive reuse consistent with the Secretary of the Interior's Standards for Rehabilitation and Idaho Code Title 67-4618.

The HPC shall consider the unique circumstances of each proposed demolition or alteration. Approval of each individual Demolition or Alteration application is unique to that property and does not constitute a precedent for other properties.

ALTERATION OR DEMOLITION APPLICATION CERTIFICATION OF COMPLETENESS

Project Name:	Reviewed by:
Date:	Time:

REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION

- ☐ Application Form: Alteration or demolition application form including project name, location, applicant, owner, project representatives and contact information.
- ☐ Warranty Deed demonstrating current property ownership.
- ☐ Title Report reflecting current property ownership and encumbrances.
- ☐ Color photographs measuring at least four inches by six inches (4" x 6") of at least two (2) elevations of the building at the time of permit submittal. If the building faces one or more public streets, the two (2) elevations shall be of the street facing sides.
- ☐ Historical photograph(s), black and white or color, of the building, if feasible. Photos obtained from an historical collection (i.e. Community Library Regional History Department) should include works cited or source references.
- ☐ Overview of known history of the building based on best available information from historical archives, media archives, or individual accounts.
- ☐ Written narrative and supportive graphic imagery justifying how the demolition or alteration may or may not meet the criteria outlined below. Please be as thorough as possible in responding to each criteria.
 - Is the structure of historic or architectural value or significance and does it contribute to the historic significance of the property within the community core.
 - Would the loss, alteration of, or addition to, the structure adversely affect the historic integrity of the structure, impact the significance of the structure within the community core, impact the architectural or aesthetic relationship to adjacent properties, or conflict with the Comprehensive Plan.
 - Does the structure retain the requisite integrity to convey its historic and/or architectural significance.
 - Does the proposed demolition or alteration adversely affect the historic significance or architectural distinction of the structure or the community core.
- ☐ One (1) PDF electronic set of the complete application containing all requirements as listed below, plans to alter the building or plans for the replacement project appropriately scaled, shall be submitted and shall include the following:
 - ☐ Vicinity map, to scale, showing the project location in relationship to neighboring buildings and the surrounding area.
Note: a vicinity map must show location of adjacent buildings and structures.
 - ☐ Site Improvements Survey
 - ☐ Site plan, to scale, showing the existing building, proposed alterations or additions or the proposed replacement plan. List square footage of subject property including lot dimensions.
 - ☐ Landscape plan. Existing landscaping on the site shown and adjacent right-of-way as retained, relocated or removed; proposed landscaping including species type, size and quantity.
 - ☐ Floor plan. Show the floor plan for the existing building and the floor plan for any modification or addition to the structure. List gross and net square footage for each floor. List occupancy classification and type of construction.
 - ☐ Detailed elevations of all sides of the building and proposed alterations and other exterior elements (colors, materials).

- ☐ One (1) 11" x 17" materials and colors sample board showing all exterior materials used on the façade of the structure. A digital copy may be sufficient as approved by the Administrator.
- ☐ Exterior lighting plan and exterior lighting form (below), pursuant to chapter 17.132, showing location, height, type and lumen output; spec sheets for fixtures; illuminance levels/photometrics for exterior lighting.
- ☐ Drainage plan (grading, catch basins, piping, and dry-wells) – if applicable.
- ☐ Utilities plan (location and size of water and sewer mains and services, gas, electric, TV and phone) – if applicable.
- ☐ Master Signage Plan – Pursuant to KMC Section 17.127.030.B, a master signage plan including directional, tenant, advisory, or technical information signage shall be provided for alterations to hotels, commercial, industrial, multi-family residential and mixed-use projects that demonstrates location, size, type, and materials of all signs proposed.

City of Ketchum Building Permit: Exterior Lighting Submittal Requirements

(For Commercial and Residential)

Address: _____

17.132.10 C.1: All existing lighting located on a subject property that is part of an application for a city planning department design review, conditional use, subdivision permit, or building permit is required to be brought into conformance with this chapter. Conformity shall occur prior to issuance of a certificate of occupancy, final inspection or final plat recordation, when applicable. For other permits, the applicant shall have a maximum of thirty (30) days from date of permit issuance to bring the lighting into conformance.

In addition to completing the tables below, you will need to submit **manufacturers' product specification sheets** for all proposed outdoor lighting. All applications for design review, conditional use, subdivision and/or building permits shall include lighting plans showing location, type, height, color temperature, lumen output and amount of all proposed and existing fixtures. Complex uses may require additional information.

Proposed Lighting:				
Fixture Model or Description	No. of Fixtures	Shielded(Y/N)	Full cutoff fixture (Y/N)	Light Color (Kelvin)
Ex: SPJ-GDG-30W-SQ-SH	3	Y	y	2700
Existing Exterior Lighting (complete to the best of your knowledge):				
Fixture Description	No. of Fixtures	Shielded(Y/N)	Full cutoff fixture (Y/N)	Light Color (Kelvin)

**If you need additional space to detail your exterior lighting fixtures, please submit on a separate page*

Exterior Lighting Requirements (Chapter 17.132 Dark Skies)

- ✓ **Exterior Lighting Fixtures.** All exterior lighting fixtures shall be full cutoff fixtures with the light source fully shielded, except as exempted in Chapter 17.132.
- ✓ **Color Temperature.** All exterior lighting shall utilize light sources not to exceed 2700 kelvin. Correlated color temperature refers to the 'color' of the light emitted. It is indicated on light packaging.
- ✓ **Light trespass.** All existing and/or new exterior lighting shall not cause light trespass and shall protect adjacent properties from glare and excessive lighting. Reference Chapter 17.132.030.B. Figure 1: Light Trespass Matrix for maximum foot-candle limits.
- ✓ **Uplighting.** Uplighting is prohibited in all zoning districts, except as where permitted in Chapter 17.132.
- ✓ **Prohibited Lights.** Any light source that does not meet the requirements of this chapter. Searchlights, beacons, and other high-intensity light fixtures. Except as otherwise allowed by this title, any lighting that is flashing, blinking, rotating, chasing, or rapidly changing in color or intensity is prohibited.
- ✓ **Nonessential Exterior Lighting.** All nonessential exterior commercial and residential lighting shall be turned off after business hours and/or when not in use. Lights on a timer shall be used. Sensor activated lights shall be used to replace existing lighting that is desired for security purposes.
- ✓ **Any other standard found applicable to the proposed exterior lighting.**

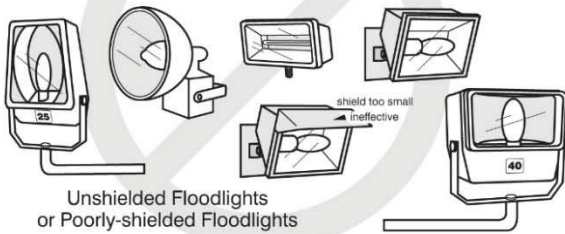
City of Ketchum

Lighting Fixture Guide

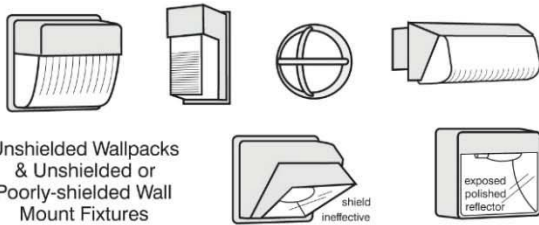
Examples of Acceptable / Unacceptable Lighting Fixtures

Unacceptable

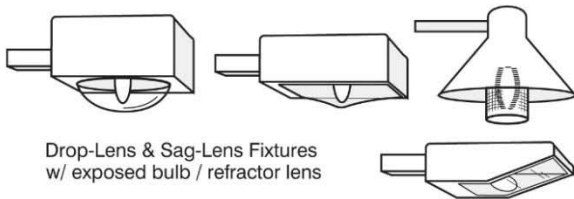
Fixtures that produce glare and light trespass



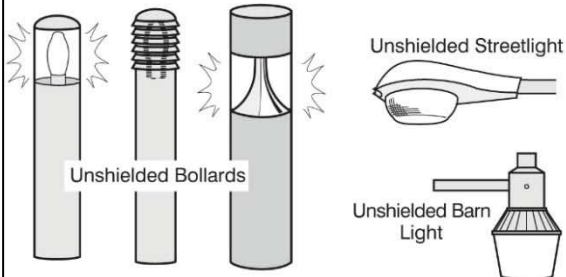
Unshielded Floodlights or Poorly-shielded Floodlights



Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures



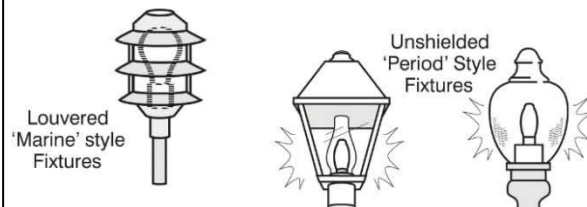
Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens



Unshielded Bollards

Unshielded Streetlight

Unshielded Barn Light

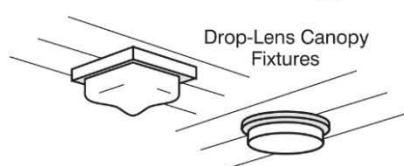


Louvered 'Marine' style Fixtures

Unshielded 'Period' Style Fixtures



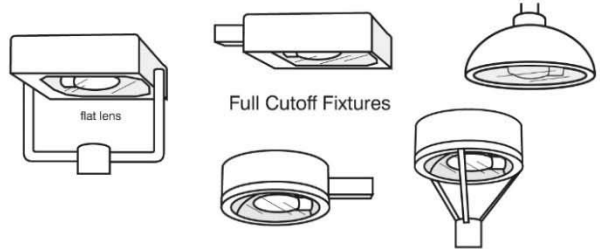
Unshielded PAR Floodlights



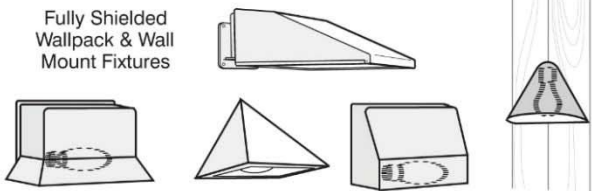
Drop-Lens Canopy Fixtures

Acceptable

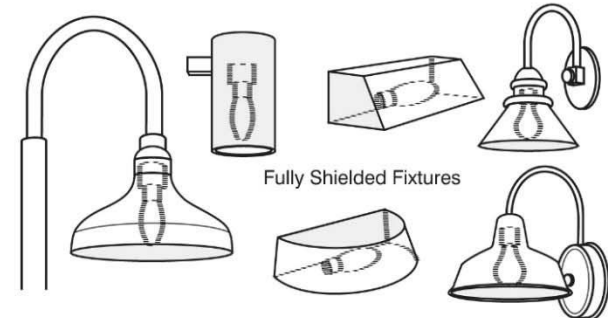
Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Full Cutoff Fixtures



Fully Shielded Wallpack & Wall Mount Fixtures



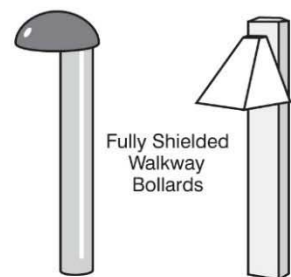
Fully Shielded Fixtures



Full Cutoff Streetlight



Fully Shielded Barn Light



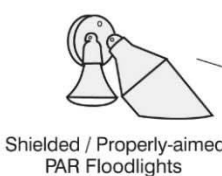
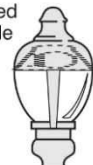
Fully Shielded Walkway Bollards



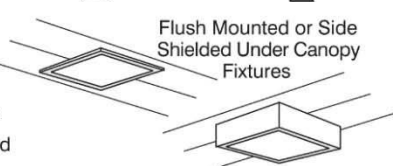
Fully Shielded Decorative Fixtures



Fully Shielded 'Period' Style Fixtures



Shielded / Properly-aimed PAR Floodlights



Flush Mounted or Side Shielded Under Canopy Fixtures

CITY OF KETCHUM - HISTORIC PRESERVATION COMMISSION PROPOSED HISTORIC BUILDING/SITE LIST

	Common Name:	Street Address:	GIS Address	RPK #
	Greenhow & Rumsey Store, NRHP listed (Culinary Institute)	211 North Main Street	211 N Main St	RPK00000018004B
	Forest Service Park, NRHP listed	Between River and 1 st Street	131 E River St	RPK00000040001A
	Comstock & Clark Mercantile (Enoteca Restaurant)	300 North Main Street	300 N Main St	RPK000000040010
	Lewis Bank (Rocky Mountain Hardware)	180 North Main Street	180 N Main St	RPK084100000D0
	Dynamite Shed (TNT Taproom)	271 Sun Valley Road	271 E Sun Valley Rd	RPK00000017004A
	Bert Cross Cabin (Vintage Restaurant)	271 ½ Leadville Avenue North	271 N Leadville Ave	RPK00000003007A
	Horace Lewis Home (Elephant's Perch)	280 East Avenue North	280 N East Ave	RPK00000043003A
	Ketchum Kamp Hotel (Casino)	220 North Main Street	220 N Main St	RPK0000000302AA
	Pioneer Saloon	308 North Main Street	320 N Main St	RPK00000004002A
	First Telephone Co. (Chapter One Bookstore)	340 North 2 nd Street	340 E 2nd St	RPK00000002004B
	Fagan Property (Country Cousin Store)	411 Sun Valley Road	411 E Sun Valley Rd	RPK000000240010
	Bonning Cabin	531 5 th Street East	500 N East Ave	RPK000000460010
	McCoy/Gooding/Miller House (Residence)	111 N east Ave	111 N East Ave	RPK00000022005B
	Former Post Office (Former Formula Sports)	460 North Main Street	460 N Main St	RPK00000005003A
	Michel's Christianitya Restaurant	303 Walnut Avenue	303 N Walnut Ave	RPK000000440050
	E.B Williams House (Ketchum Grill)	520 East Avenue North	520 N East Ave	RPK000000460020
	Alonzo Price/Esther Fairman House	180 Leadville Avenue North	180 N Leadville Ave	RPK000000220040
	Thornton House (Picket Fence)	560 East Avenue North	560 N East Ave	RPK00000046004A
	McAttee House (Former Taste of Thai)	380 1 st Avenue	380 N 1st Ave	RPK000000370050
	George Castle Cabin	431 ½ Walnut Avenue (in the alley)	431 N Walnut Ave	RPK000000450060
	Community Library/Gold Mine Thrift Store	331 Walnut Avenue	331 N Walnut Ave	RPK000000440060
	Jack Frost Motel (Gold Mine Consign Building)	591 4 th Street East	571 E 4th St	RPK000000450050
	St. Mary's Catholic Church (Mesh Gallery)	380 Leadville Avenue North	420 E 4th St	RPK000000240040
	Louies/The Church (Picket Fence)	560 N East Ave	560 N East Ave	RPK00000046004A

Adopted by HPC October 19, 2021