

PROCESS FOR DECK EXPANSION

- 1) First, it is recommended that you download the form from SVEA as this will help expedite matters through the Bluff and SVEA approval processes. That form can be found here: <https://elkhorninsunvalley.com/wp-content/uploads/2020/06/ADC-Minor-Project-Application-Revised-7-18-16.pdf>
- 2) Print and fill out the form and submit it to the Bluff Association with the following information:
 - a. The stamped architectural drawings for the deck extension. Should show size information on the support details. An elevation drawing showing the front elevation and side elevation of the deck and building.
 - b. Engineering drawings for the support structure.
 - c. A list of materials and colors that includes the posts, trim, railing, deck surface, etc. (This is easy by saying you plan to match existing materials or with approved Bluff colors and then provide information on the deck floor material you are using.)
- 3) Submit the drawings and information listed in item 2 above electronically or physically to Bluff management. Management will submit to the Board and get approval as quickly as possible.
- 4) After receiving Bluff approval – Submit your plans to the City of Sun Valley and Sun Valley Elkhorn Association (SVEA). You will need the approval letter from the Bluff Association included in your plan package for SVEA review. They require a \$100 review fee. Talk to Sue Ahern at SVEA (208-622-7420) for the information she needs.

Take your plans to the City of Sun Valley building department (City Hall) and fill out their application and pay the permit fees. They will tell you what else they may need.

Notice to owners may be required, you can get the list of owners from the City of Sun Valley. Owners are responsible for providing the notice and posted envelopes for the notification mailing.

BLUFF APPLICATION FOR DECK / REMODEL

OWNER: _____

ADDRESS: _____

PHONE: _____ CELL: _____

CONTRACTOR: _____

ADDRESS: _____

PHONE: _____ CELL: _____

Official Use Only

Date Filed: _____

Application Fee: _____

Received by: _____

Date Approved: _____

Approved by: _____

APPROVAL CHECK LIST:

Contractor Proof of Liability Insurance Certificate Naming Bluff as additionally insured.

Contractor Proof of Workers Compensation Certificate

Architectural Plans Submitted to the BOD

Bluff Board of Directors Approval Date: _____ YES NO

Sun Valley and Elkhorn Master Association Approval
Date: _____ YES NO

City of Sun Valley Approval PERMIT NO. _____

Are there any changes, revisions or modification from the standardized plans on record?
If so, please explain below:

Application Must be Submitted To: Information Alternatives, Inc,
Ranch Clubhouse Morningstar Dr. Sun Valley, ID. 83354

Mail To: Bluff Association P.O. Box 1856, Ketchum, ID 83340