



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Annexation & Rezone Application Submittal Requirements

- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** and justification for the proposed project. Include the following:
 - a. Are there any existing land uses in the general area similar to the proposed use?
 - b. Adjacent Property Uses and Zone
 - c. Why are you requesting annexation into the City of Boise or a rezone?
 - d. What use, building or structure is intended for the property?
 - e. What changes have occurred in the area that justify the request?
 - f. What Comprehensive Plan land use designation, goals or policies support your request?
- 3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
- 4. **Photographs** of existing site conditions.
- 5. **Copy of Deed** with Meets and Bounds Legal Description
- 6. **Conceptual Site Plan**, showing future uses, building and structures intended for the property.
- 7. **Neighborhood Meeting Information**, view [best practices](#).
 - a. Pre-Application Form
 - b. Neighborhood Radius Notice Letter
 - c. List of notified owners, residents and neighborhood association, if applicable
 - d. Sign-in Sheet from neighborhood meeting

Note: The following information is required by the Boise City Council. Annexation and rezone applications will not be accepted without a property description and map meeting the guidelines listed below.

- 8. **Land Description.** Attach a description of the actual property which you wish to have rezoned or annexed on a separate page. All land descriptions must be certified by a land surveyor registered to the State of Idaho.
 - a. All property description shall be labeled as "Exhibit A"



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- b. The property description shall have a narrative paragraph, which names the section, township range and meridian in which the property is located. The narrative shall also contain a rough description of the property. For example, "An area of land located in the southwest quarter of the northwest quarter of section _____ more particularly described as follows: "
 - c. The commencing point must be a government-surveyed corner, such as a section corner or a quarter corner.
 - d. The commencing point can be the point of beginning if the point is a section or quarter corner.
 - e. All descriptions must have a Point of Beginning.
 - f. Bearings and distances shall continuously define an area boundary with a closure accuracy of at least one part in five thousand.
 - g. For Annexation applications, the property description shall duplicate the metes and bounds of all existing annexations or shall reference the former annexation.
 - h. For Annexation applications, the property description shall not overlap or leave gaps from previous annexations.
 - i. The property description shall clearly define where the property is located by calling out known points or courses such as subdivision, lot corners, streets, canals and water courses.
 - j. The all-property description shall state a return to the Point of Beginning.
 - k. The all-property description shall state the number of acres annexed or rezoned to one-hundredth of an acre.
9. **Annexation or Rezone Map**, which includes the following information:
- a. Section
 - b. Township
 - c. Range
 - d. North arrow
 - e. The proposed zoned
 - f. All maps shall be labeled as "Exhibit B"



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APPLY ONLINE



P&L SYSTEM - APPLICATION

Enter details and submit.
Revisit for status updates and
Public Record.

ePlanReview

Open email from ePlanReview,
Click Log-in to Case Number,
Follow steps to upload/submit files.

P&L SYSTEM - PAY FEES

Wait for confirmation email.
Return to P&L System to pay fees.

Start the process at cityofboise.org/permits