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.
   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

Additional Documents Required for Annexation Requests

Note: The following information is required by the Boise City Council. Annexation 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.”

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. The property description shall duplicate the metes and bounds of all existing annexations or shall reference the former annexation.

h. 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 to one-hundredth of an acre.

9. **Annexation Map**, which includes the following information:

   a. Section
   
   b. Township
   
   c. Range
   
   d. North arrow
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