



## 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

# Certificate of Appropriateness – Commercial Application Submittal Requirements

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- 1. **Completed Application**
- 2. **Detailed Letter of Explanation**, which includes:
  - a. Which Historic District the property is in
  - b. The design intent and the philosophy of the project
  - c. A summary of the full scope of work proposed
- 3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
- 4. **Detailed Site Plan** which includes:
  - a. Scale (not smaller than 1" = 30' unless otherwise approved)
  - b. All structures labeled as to existing and/or proposed uses
  - c. North arrow
  - d. Property boundary/property lines and all required setbacks with dimensions
  - e. Name of applicant, plan preparer, project name and project address on title block
  - f. Special features such as pedestrian paths, berms, retaining walls, fencing and lighting
  - g. Parking and loading areas with stalls, drive aisles and door widths dimensioned
  - h. Parking layouts, including spaces, drives, curb-cuts, circulation patterns and pedestrian walks
  - i. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
  - j. Proposed locations and types of lighting
  - k. Trash storage areas and exterior mechanical equipment, together with proposed screening method
  - l. Drainage features with proposed on-site retention
  - m. Hillside developments: existing and proposed grades
  - n. Fire Department access roadway clearly delineated
  - o. Dimensions of usable outdoor and indoor play areas
  - p. Existing/proposed utility service
  - q. Sign locations



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- r. Existing and proposed structures
  - s. Adjoining streets, alleys and private drives
  - t. Concept for exterior lighting (pedestrian, vehicle, security and decorative) for commercial projects only.
5. **Detailed Landscape Plan** (Required if Xeriscape or New Construction) which includes:
- a. Scale (same scale as the site plan)
  - b. Type, size and location of all existing and proposed plant materials and other ground covers. The size of plants and at planting and maturity should be included.
  - c. Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered. If removing trees, a detailed tree mitigation plan is required.
  - d. Method of irrigation
  - e. Cross-sections through areas of special features, berms, retaining walls, etc.
  - f. Footprints of all structures
6. **Building Elevations** drawn to scale. Elevations must include all proposed building materials, clearly labeled. Color photographs may be substituted for rendered elevation drawings when an existing structure is to undergo minor exterior alterations, and the photos depict the design materials/colors of the new construction.
7. **Floor Plans**, drawn to scale with sizes and types of interior spaces indicated. Show the use and dimensions of each room. If remodeling is proposed, show existing and proposed conditions.
8. **Site Photos**, colored and labeled, showing building context. Should include:
- a. North, South, East and West elevation of primary building
  - b. North, South, East and West elevation of each outbuilding
  - c. Photos of adjacent properties to the North, South, East and West (including across alleys and streets)
  - d. View of both block faces to show surrounding area, including alley if applicable.
9. **Perspective Drawings**, enough to allow for full understanding of the project.
10. **Context Drawings**. Drawings which show the proposed building within the surrounding context.
11. **Building Materials, Samples and Color Board**



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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](http://cityofboise.org/permits)