



# Accessory Dwelling Unit (ADU) Application Submittal Requirements

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- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** and justification for the proposed project.
- 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 existing structures labeled as to existing and/or proposed uses
  - c. All proposed structures, labeled as to use
  - d. North arrow
  - e. Size of parcel (acres or square feet)
  - f. Property boundary/property lines and all required setbacks with dimensions
  - g. Name of applicant, plan preparer, project name and project address on title block
  - h. Special features such as pedestrian paths, berms, retaining walls, or fencing
  - i. Parking areas with stalls shown and garage door widths
  - j. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
  - k. Proposed locations and types of lighting
  - l. Trash storage areas and exterior mechanical equipment, together with proposed screening method
  - m. Hillside developments: existing and proposed grades
- 5. **Landscape Plan** which includes:
  - a. Scale (same scale as the site plan)
  - b. Type, size and location of all existing & proposed plant materials and other ground covers. The size of plants 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.
  - d. Method of irrigation



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- e. Cross-sections through areas of special features, berms, retaining walls, etc.
- f. Footprints of all structures to be constructed
- g. If landscaping is to be removed or altered, a detailed tree mitigation plan is required.
- 6. **Building Elevations**, of existing primary structure and proposed Accessory Dwelling Unit. Elevations should be to scale and include labeled materials and colors compatible with the primary structure. Colored photographs may be substituted for colored elevation drawings when an existing structure is to undergo minor exterior alteration, and the photos depict the design material/colors of the new construction.
- 7. **Floor Plans**, to scale, with sizes and types of interior spaces indicated.
- 8. **Site Photos**, colored and labeled.
- 9. **Two Forms of Proof of Owner Occupancy** (utility bills, driver's license with number, photo and date of birth redacted, proof of insurance, etc.)
- 10. **Proof of Neighbor Notification**, adjacent property owners and occupants, including across streets and alleys confirming they have been informed of your proposal. Certified Mail is an acceptable alternative. Request the list of persons be created for you for a small fee [here](#).

**Name (Print)**

**Address**

**Signature**

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**Note:**

A deed restriction with the conditions of approval is required to be recorded 30 days after approved. The deed restriction requires ongoing owner occupancy of either the primary or the accessory dwelling unit. A temporary waiver of this requirement may be granted by the Director in the case of a documented need for the owner-occupant to leave the premises for up to one year due to employment, illness, or other circumstances.



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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)