



## 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

# Design Review Application Submittal Requirements

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- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** summarizing the design intent and the philosophy of the 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 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. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
  - i. Proposed locations and types of lighting
  - j. Trash storage areas and exterior mechanical equipment, together with proposed screening
  - k. Drainage features with proposed on-site retention
  - l. Hillside developments: existing and proposed grades
  - m. Fire Department access roadway clearly delineated
  - n. Dimensions of usable outdoor and indoor play areas
  - o. Existing/proposed utility service
  - p. Sign locations

**Note:** B.C.C. Section 11-07-02 requires a Licensed Architect for new buildings and additions over 200 sq. ft.
- 5. **Detailed Landscape Plan** which includes:
  - a. Scale (same scale as the site plan)



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- b. Type, size and location of all existing and 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. 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

**Note:** A Licensed Landscape Professional may be required.

6. **Building Elevations** drawn to scale. 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. **Fire Flow Information.** Contact SUEZ at 208-362-7354 regarding adjacent hydrants and volume of water available. Submit [Fire Flow Request Form](#) (allow for 5-7 business days).
9. **Site Photos**, colored and labeled, of the site and surrounding area showing building context.
10. **Perspective drawings**, enough to allow for full understanding of the project.
11. **Context drawings.** Drawings which show the proposed building within the surrounding context.
12. **Building Materials, Samples and Color Board.**

### Additional Documents Required if Applicable

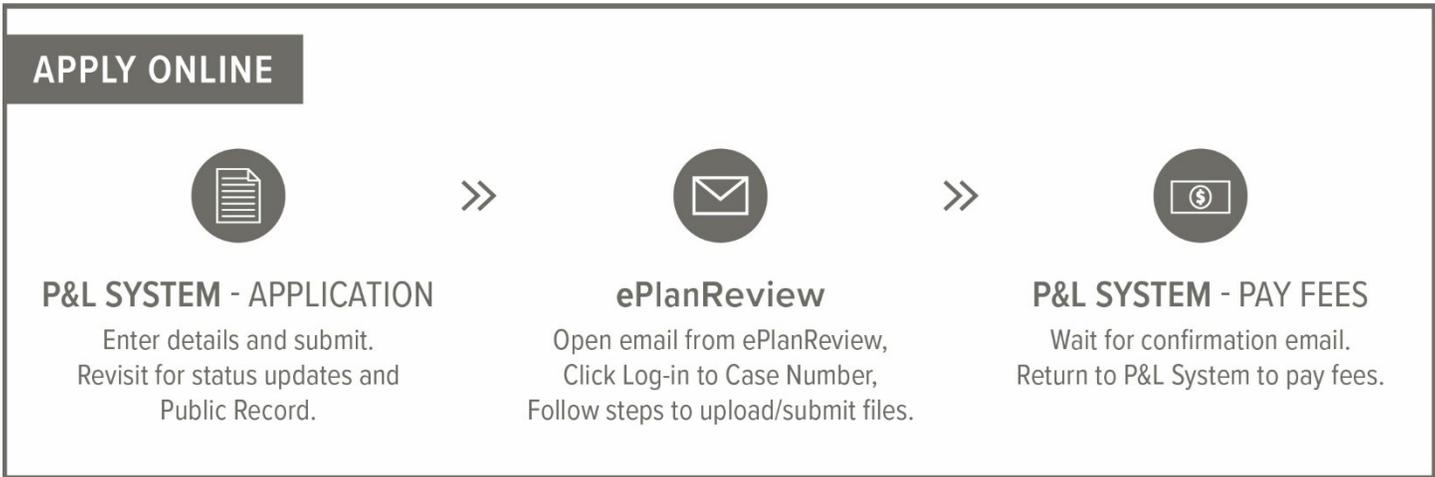
13. **Public Street - Traffic Impact Study (TIS)**, include a copy of the study. This may be required by the Ada County Highway District (ACHD) or the Idaho Transportation Department (ITD), if the proposed development contains more than 100 dwelling units (includes hotels and motels as well as private dwelling units), more than 30,000 square feet of commercial use, or more than 50,000 square feet of industrial or institutional use, or has associated it with special circumstances deemed by ACHD and/or ITD to warrant an impact study.



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- 14. **Private Street – Traffic Impact Study (TIS)**, include a copy of the study. A TIS prepared by a traffic engineer will be required by Public Works and Planning & Development Services for the interior roadway and parking system. This requirement may be waived when it can be shown by the applicant that no section of on-site roadway will exceed 240 vehicle trips per day.



Start the process at [cityofboise.org/permits](http://cityofboise.org/permits)