



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

- 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.



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- 5. **Detailed Landscape Plan** 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 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 showing the proposed building within the surrounding context.
- 12. **Building Materials, Samples and Color Board.**
- 13. **Traffic Impact Study (TIS), Required for All Committee-Level Applications.** Include a copy of the study and an approved final report from the transportation agency. If no study is required, include a letter stating no review is necessary. This may be required by the Ada County Highway District (ACHD) and/or the Idaho Transportation Department (ITD).
Thresholds for a required TIS can include: the proposed development contains more than

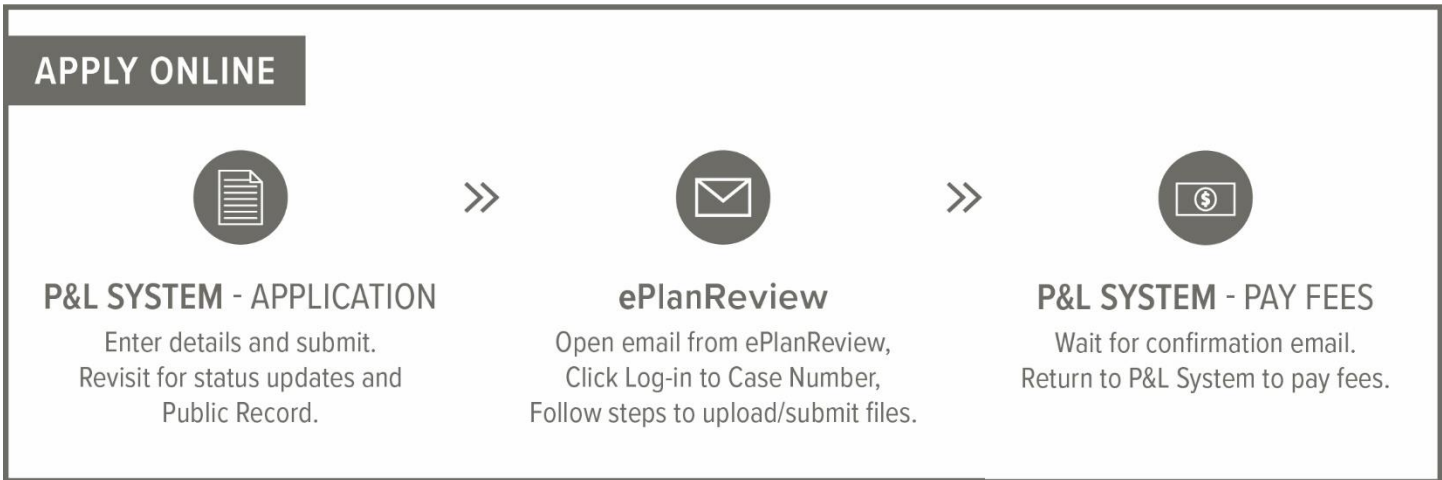


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100 dwelling units (includes hotels and motels as well as private dwelling units); more than 35,000 square feet of commercial use; more than 50,000 square feet of office uses; more than 70,000 square feet of industrial; all new schools; or has associated it with special circumstances deemed by ACHD and/or ITD to warrant a study.

- 14. **Traffic Impact Study (TIS), Required for Private Streets.** 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