Duplex Application Submittal Requirements

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 approved)
   b. All structures labeled as to existing and/or proposed uses
   c. North arrow
   d. Size of parcel (acres or square feet)
   e. Property boundary/property lines and all required setbacks with dimensions
   f. Name of applicant, plan preparer, project name and project address on title block
   g. Special features such as pedestrian paths, berms, retaining walls, fencing and lighting
   h. Parking areas with stalls shown and garage door widths
   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
   l. 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 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. Details of irrigation system
   e. Cross-sections through areas of special features, berms, retaining walls, etc.
   f. Footprints of all structures
6. **Building Elevations**, 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. Include percentage of window and door fenestration per façade.

7. **Floor Plans**, 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. Include the Floor Area Ration (FAR) calculation for the project.

8. **Site Photos**, colored and labeled, of the site and surrounding area showing building context.

9. **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).

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](#).

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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)