



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

Administrative Group Child Care Home Application Submittal Requirements

*This application is for review of in-home facilities with 7-12 children. Child Care applications for 13 children or more and some commercial facilities require a Conditional Use Permit. View application requirements [here](#).

- 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 and proposed 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, or fencing
 - h. Parking areas with dimensions to show stalls and garage door widths
 - i. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
 - j. Location and sizes of any loading areas, docks and ramps
 - k. Proposed locations and types of lighting
 - l. Trash storage areas and exterior mechanical equipment, together with proposed screening method
 - m. Drainage features
 - n. Hillside developments: existing and proposed grades
 - o. Child pick-up area. If the child care is located on an arterial or collector street an on-site pick-up area designed to prevent vehicles from backing onto the roadway must be



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provided. A diagram illustrating how this will be accomplished is required. Backing onto an alley is permissible.

- p. Dimensions of usable outdoor "play area", 100 square feet per child.
 - q. Dimensions of usable indoors "play area", 35 square feet per child.
 - r. Fences: type of material and height, including gates. Indicate if existing or proposed.
- 5. **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.
 - 6. **Site Photos**, colored and labeled.
 - 7. **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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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