Foothills & Hillside Application
Submittal Requirements

**Category I:** Application not required.

**Category II:** Single lot, Single Family Residential Development

**Category III:** Conditional Use Permit, Preliminary Subdivision Plats, Significant Grading Projects

*Contact Public Works at 208-608-7150 prior to submittal to determine which category*

- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** summarizing 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. All existing structures labeled as to existing and/or proposed uses
  - b. North arrow
  - c. Scale
  - 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. Existing Vegetation, labeled as to remain or be removed
- 5. **Detailed Grading Plan**, stamped and signed by an Idaho licensed design professional competent to practice in the subject matter and which complies with the [Hillside Technical Manual](#) requirements. Include top and bottom of wall spot elevations for all retaining walls.
- 6. **Floor Plan**, 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.
- 7. **Elevations**, drawn to scale. Include the finished grade line with labels.
- 8. **Geotechnical/Geological Engineering Report**
- 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. **Hydrological Engineering Report** (Category III Only)
- 11. **Revegetation Plan** (Category III Only)
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