



## 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

# Final Plat Mylar Application Submittal Requirements

---

Applicants have two years from the date of the Boise City Council's approval to obtain the City Clerk's and City Engineer's certification on a Final Plat. The City Engineer cannot sign the plat until all conditions of approval and fees have been satisfied. The applicant is responsible for providing documentation that the following requirements have been completed or bonded for. View bonding requirements [here](#). Approvals from outside agencies shall be on agency letterhead.

- 1. **Completed Application**
- 2. **Fire Department** (Todd Callahan [tcallahan@cityofboise.org](mailto:tcallahan@cityofboise.org) or Jerry McAdams (Hillside) [JMcAdams@cityofboise.org](mailto:JMcAdams@cityofboise.org))
  - Provide a "Letter of Satisfaction" stating the access and fire protection requirements are constructed and approved.

OR

  - Provide a recorded "Non-Build Agreement" that states that no building permits shall be applied for until a Letter of Satisfaction is issued by the Boise City Fire Department. This shall also be a note on the Final Plat.
  - If a subdivision is in the Wildland Urban Interface (WUI) Area, a "Fire Safety Plan" must also be approved by the Fire Department.
- 3. **Sewer** (Mike Sheppard [msheppard@cityofboise.org](mailto:msheppard@cityofboise.org) or 208-608-7504)
  - Provide a letter of acceptance or post a bond.
- 4. **Pressurized Irrigation** (Mike Sheppard [msheppard@cityofboise.org](mailto:msheppard@cityofboise.org) or 208-608-7504)
  - Provide a letter of acceptance, post a bond, or provide a letter granting a waiver of the pressurized irrigation requirements.
- 5. **Grading & Drainage** (Melissa Jannusch [mjannusch@cityofboise.org](mailto:mjannusch@cityofboise.org) or 208-608-7168)
  - If required, provide a letter of acceptance or post a bond.
- 6. **Street Lights** (Tom Marshall [tmarshall@cityofboise.org](mailto:tmarshall@cityofboise.org) or 208-608-7526)
  - If required, provide a letter of acceptance or post a bond.



## 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

- 7. **Landscaping & Conditions of Approval** (Previously Assigned Subdivision Review Planner)
  - All amenities, landscaping, fencing, sidewalks, underground irrigation and site-specific conditions of approval shall be installed or bonded for.
- 8. **CC&R's** (Previously Assigned Subdivision Review Planner)
  - CC&R's are required if there is common ownership of open space, landscape buffers, micro-paths, common driveways, or ownership and maintenance agreements for private streets and/or drainage facilities.
  - The CC&R's shall be submitted to the Planning Department and will be emailed to the Boise City Attorney and Boise City Public Works for review. Provide the letter of acceptance.
- 9. **Erosion & Sediment Control** (Andy Long [ajlong@cityofboise.org](mailto:ajlong@cityofboise.org) or 208-794-8996)
  - Provide the Erosion & Sediment Control (ESC) permit number if any grading is done prior to submittal of the Mylar.
- 10. **Water**
  - Provide a letter from the applicable water district stating the subdivision can be serviced by municipal water.
- 11. **School District**
  - For residential projects, provide a letter of approval from the applicable school district.
- 12. **Post Office** (Dan Frasier, Postmaster 208-433-4301)
  - Provide a letter approving the location of mail delivery.

### **THE FOLLOWING SIGNATURES MUST BE ON THE MYLAR WHEN SUBMITTED FOR REVIEW:**

- 1. **Surveyor**
  - The Mylar shall be stamped and signed by a licensed land surveyor in the state of Idaho.
- 2. **Owner(s)**
  - The Mylar shall be signed and notarized with the owner(s) signature.
- 3. **Ada County Highway District (ACHD)**
  - The Mylar shall be signed and notarized with the agencies signature.
- 4. **Central District Health Department**
  - The Mylar shall be signed and notarized with the agencies signature.