



## 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

# Subdivision Application Submittal Requirements

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- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** and justification for the proposed project. If waivers/modifications or private streets are proposed provide detailed explanation and justification for this proposal. An additional fee may required.
- 3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.

### Preliminary & Final Plat Requirements:

- A. **Title** (including the following)
  - Proposed Subdivision/Condominium Name
  - County
  - State
  - Section, Township and Range
  - Date
- B. **Contact Information**
  - Name and address of the surveyor who prepared the plat
- C. **Technical Information**
  - Scale (not less than 1" = 100')
  - North arrow
  - Legend
  - Lot lines with dimensions
  - Proposed Streets
  - Street Name
  - Numbering of lots and blocks
  - Location and size of all common lots or lots to be dedicated for public use
  - Location and size of all existing and proposed easements
  - Boundary of record for proposed subdivision



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### D. **Certifications and Signatures**

- Certification block for the professional land surveyor
- Certification block for the property owner(s)
- Certification and signature block for the County Surveyor
- Signature block for the City Engineer
- Certification and signature block for the City Clerk
- Certification and signature block for the Ada County Highway District
- Certification and signature block for the Central District Health Department
- Certification and signature block for the Ada County Treasurer

### E. **Detailed Landscape Plan** which includes:

- Scale (same scale as the site plan)
- 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.
- 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.
- Property boundary lines and footprints of all structures

### **Preliminary Plat Must Also Include:**

#### A. **Technical Information**

- Lot dimensions and area
- Location of any intersecting boundary lines
- Names of adjoining subdivisions
- Approximate location of and/or distance to:
  - Existing buildings and structures (within 100' of the proposed development)
  - Water bodies or courses (including within 100' of the proposed development)
  - Curb cuts and/or driveways (including within 100' of the proposed development)
  - Existing or proposed pathways (including within 100' of the proposed development)



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- B. **Development Features**
  - Zoning designation
  - Total area of proposed subdivision/condominium
  - Proposed phasing plan of development, if proposed
- C. **Rights-of-Way (Including Across Street and Adjacent Parcels)**
  - Location, width and grade of all existing and proposed public and private streets
  - Location, width and grade of all existing and proposed public and private alleys
  - Cross Section of all existing and proposed rights-of-way
  - Location and width of all existing and proposed sidewalks
  - Existing and proposed street names
- D. **Facilities** (indicate the size and location of all)
  - Existing and proposed sanitary sewer mains and laterals
  - Existing and proposed storm sewers
  - Existing and proposed water mains and fire hydrants
  - Existing and proposed culverts, ditches and drainage structures or facilities
  - Method of all runoff for the proposed development
  - Existing and proposed pressure irrigation system and pumps
- E. **Topography** (contour lines on the USGS datum)
  - Intervals of not more than five feet for parcels with a general slope of greater than 5%, or
  - Intervals of not more than two feet for parcels with a general slope of less than or equal to 5%
  - Contour lines shall extend a minimum of 100 feet beyond the proposed development boundary

**Note:** If contour data is not available as information of record (i.e. ADC or USGS Maps, Boise City Sewer Study Maps, etc.), sufficient information must be provided for evaluation of topography as it controls the design or alignment of parcels, streets and drainage.



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- F. **Hillside and Foothills** (where applicable)
  - Wildfire Safety & Mitigation Plan
  - Preliminary grading and drainage plans
  - Preliminary engineering soils report
  - Preliminary engineering geology reports
  - Preliminary hydrology reports
  - Preliminary revegetation report
- G. **Floodplain** (where applicable)
  - 100-year floodplain boundary shall be shown on the plat
  - Show finish floor elevation for lots within the Floodplain Boundary
- H. **Subdivisions over 40 units**
  - Neighborhood Meeting Information, view [best practices](#).
    - a) Pre-Application Form
    - b) Neighborhood Radius Notice Letter
    - c) List of notified owners, residents, and neighborhood association, if applicable
    - d) Sign-in sheet from neighborhood meeting



Start the process at [cityofboise.org/permits](http://cityofboise.org/permits)