PRELIMINARY RESEARCH

Contact a Planner at 208-608-7100 or zoninginfo@cityofboise.org to verify the application type and project requirements by providing the subject property’s address and a brief description of the proposed project. Planners can verify the zoning district, special overlay districts, building setbacks, allowed uses and parking requirements. They will advise you of the development review process.

OTHER CONTACTS:
- **Property Ownership:** Ada County Assessor’s Office: 208-287-7200
- **Right-Of-Way Inquiries:** Ada County Highway District: 208-387-6100
- **Building Code or Structure Issues:** Boise City Building Dept.: 208-608-7070
- **Fire Code:** Boise City Fire Dept.: 208-608-7070

HELPFUL LINKS:
- **Table of Allowed Uses (Zoning Code):** https://codelibrary.amlegal.com/codes/boiseid/latest/boise_id/0-0-0-32178
- **Boise Maps & GIS Property Viewer:** https://gismaps.cityofboise.org/Html5Viewer/?viewer=publicpropertymap
- **Development Review Process:** https://www.cityofboise.org/devreview
- **Fees for Applications:** https://www.cityofboise.org/media/13371/2021-planning-division-fee-schedule.pdf/
- **Boise City Development Code:** https://citycode.cityofboise.org
- **Planning & Development Services (PDS):** https://www.cityofboise.org/pds

SUBMITTAL PROCEDURES

The Boise City Development Code outlines submittal procedures for the following applications, which are subject to the procedures listed in this document.
- Conditional Use Permit (CUP) or CUP Modification
- Planned Unit Development (PUD) or PUD Modification
- Variances
- Annexation and/or Rezone
- Comprehensive Plan Amendment
- Hillside or Foothills Development
- Boise River System Permit
- General or Special Exception

PRE-APPLICATION MEETING WITH THE PLANNING TEAM

Pre-application meetings are held Thursday mornings. Call 208-608-7100 or email zoninginfo@cityofboise.org to schedule. Please provide the following prior to scheduling:
- Address and description of project
- Site plan
- Description of the current and proposed uses

This meeting is required per Boise City Code and must be held prior to noticing and holding a neighborhood meeting. It is intended to provide the applicant information about the development review process. Please discuss your project with a Planner before requesting a pre-application meeting via the contact information above.

After the meeting, you’ll receive a completed Pre-Application Conference Form, which is required in your submittal packet. The pre-application meeting is valid for up to six months.
Neighborhood Meeting Requirements

Applicants must hold a meeting to allow the public to review the proposed project.

- Meetings must be held no more than 6 months or less than 12 days prior to submitting the application.
- Meetings must be held within 2 miles of the project site.
- Meetings must be held Monday through Thursday (excluding holidays), between 6 - 8 p.m.
- A notice must be sent or delivered to occupants and property owners within the required radius, at a minimum, and to the registered neighborhood association. Variance applications require noticing only adjacent neighbors, including across the streets and alleys.
- The list of persons within the required radius can be created for you by the City for a small fee. Find the neighborhood meeting list application at: cityofboise.org/neighborhood-meeting-list.
- Template notice letters (shown to the right) can be found at cityofboise.org/devreview.
- Mailed notices must be postmarked at least 10 days prior to the meeting.
- Hand-deliveries are only allowed for Variance applications and must occur at least 10 days prior to the meeting.
- Prepare a sign-in sheet for the neighborhood meeting.
- Submit a copy of the notice letter, the list of letter recipients, and the sign-in sheet from the neighborhood meeting with your application submittal documents.

Submitting the Application

Applications can be submitted in-person or online at: https://permits.cityofboise.org

Verify with the submittal checklist that the application is complete, and the appropriate fee accompanies the application.

Applications can be received at any time, and once the application has passed prescreen and fees have been paid, it will be scheduled for the next available meeting. You will be notified on the 2nd week of the month if you are scheduled for the following month’s P&Z hearing. Planning & Zoning Commission meetings are held on the 1st Monday of the month. Dates may be adjusted for holidays.

Sample Neighborhood Meeting Notice

Dear Resident,

Prior to submittal of a development application, Boise City Code requires a meeting between the applicant and neighbors. This is your notice to meet and review (briefly label proposed project here).

This is not a public hearing, and public officials will not be present. If you have questions regarding meeting requirements, please contact the Boise City Planning & Development Services Department.

Purpose
To review (list development proposal info)

When
(Date and time of meeting)

Where
(Location/address of meeting location)

Project Description
This project is located at (include address), parcel number (include parcel number). This proposed project is (provide a detailed description of the development proposal. Include an additional page for a site plan or drawings of the project).

If you have questions about the meeting or proposed development project, please contact (list the contact person on behalf of the proposed development [this should not be City Staff or the PDS Department], address and phone number of the applicant or applicant’s representative).

Please note: To track attendance and certify that a meeting was held, a sign-in sheet will be present at this meeting. The applicant will submit this sign in sheet with their application, which will then be used to notify you of when the application was submitted.

To provide feedback regarding this meeting, you can submit your comments to zoninginfo@cityofboise.org. To learn more about the planning process, please visit: https://www.cityofboise.org/devreview where you can review information about neighborhood meetings and the planning review process.

Sincerely, (Signed)