



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

Zoning Compliance Review Application Submittal Requirements

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. Drawing scale
 - b. All existing and proposed structures labeled with their size and existing and/or proposed uses.
 - c. North arrow
 - d. Name of applicant, plan preparer, project name and project address on title block.
 - e. Size of parcel (acres or square feet), property lines, and all required setbacks with dimensions.
 - f. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
 - g. Usable open space areas with dimensions and total size.
 - h. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
 - i. Show all pedestrian walkways internal to the site which connects buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way and demonstrate that they meet ADA accessibility requirements.
 - j. Parking and loading areas with stalls and drive aisles shown and any garage door widths dimensioned. Include required accessible parking spaces.
 - k. Solid waste storage and collection plan with proposed screening method.
 - l. Proposed locations and types of lighting
 - m. Fire Department access roadway clearly delineated.
 - n. Existing/proposed utility service.
 - o. Any cross access or connections to adjacent properties



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5. **Detailed Landscape Plan (site and landscape plan may be combined if all required info is included)** which includes:
 - a. Scale (same scale as the site plan)
 - b. Type, size and location of all existing & proposed plant materials and other ground covers. Provide size of plants at planting and maturity. Indicate any prominent trees and landscape adjacent to the property.
 - c. Note all existing trees on site with species, caliper inch size, and condition. If any trees are proposed to be removed, provide a detailed tree mitigation plan. A tree protection plan is required for all trees to remain. Mitigation and protection plans must be prepared in collaboration with a certified arborist or the Community Forestry Division.
 - d. Method of irrigation, irrigation water source, and a clear indication of how all water conservation and xeriscaping standards are being met/utilized.
 - e. Details and/or cross-sections for special features, berms, retaining walls, etc.
 - f. Footprints of all structures to be constructed.
 - g. Proposed exterior lighting locations and types of lighting.
6. **Color Building Elevations**, drawn to scale which include:
 - a. All proposed exterior materials and colors.
 - b. Drawing scale and building height callouts.
 - c. Colored photographs may be substituted for colored elevation drawings when an existing structure is to undergo minor exterior alteration, and the photos depict the design material/colors of the new construction.
7. **Floor Plans: (if applicable)**, to scale, with labels and dimensions for each room and a calculation of the total gross square footage proposed.
8. **Site Photos**, colored and labeled, of the site and surrounding area showing building context.