



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

Foothills and Hillside Application Submittal Requirements

Category I: Application is 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.

** Additional criteria for technical documents may be required during review as determined by City Staff, the City Engineer, or [Hillside Technical Manual](#).

Category II & III Requirements Documents

- Completed Application.**
- Detailed Letter of Explanation.**
 - a. A summary of the scope, design intent, and the philosophy of the project.
 - b. Discuss any unique site features or unusual circumstances.
 - c. Speak to the approval findings for the requested entitlement per [§11-05-05.2](#).
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- Public Works Hillside Questionnaire.**
- Fire Flow Information Letter.** [Download form](#). Contact Veolia per the instructions on the Fire Flow Request Form regarding adjacent hydrants and volume of water available. Allow 5-7 days to receive the information letter.
- Assured Water Supply** (if applicable). AWS certification letter from Boise Public Works verifying that the Assured Water Supply application has been completed by the applicant and has met all requirements.
- Geotechnical Engineering Report.**
 - a. References to subdivision geotechnical or stormwater reports if available.
 - b. Statement regarding the suitability of the site for the proposed project (if the grading plan is dated later than the geotechnical report, a site suitability letter from the Geotech is required).
 - c. Plan to show the location of all test borings or excavations.
 - d. Boring or test pit logs (minimum of 1 boring or pit per lot).
 - e. If the report is greater than one year old, a statement from the geotechnical engineer providing any addendums or approving continued applicability.
 - f. If the report is stated as prepared for a different owner, a statement from the geotechnical engineer providing permission for us is required.

- Site Photos.** Colored and labeled photographs of the site and surrounding area showing building context.

Drawings

- Detailed Site Plan,** which includes:

- a. Name of applicant, plan preparer, project name, and project address on title block.
- b. Drawing scale and North arrow.
- c. Size of parcel in acres or square footage, property lines, and all required setbacks with dimensions.
- d. All existing and proposed structures labeled with their size and existing and/or proposed uses.
- e. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
- f. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
- g. Pedestrian walkways internal to the site which connect buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way.
- h. Parking and loading areas with stalls and drive aisle shown and any garage door widths dimensioned. Include accessible parking spaces.
- i. Solid waste storage and collection plan with proposed screening method.
- j. Fire department access roadway clearly delineated.
- k. Existing/proposed utility service.
- l. Any cross-access or connections to adjacent properties.
- m. Locations of any signs.

- Building Elevations,** drawn to scale, which includes:

- a. All proposed external materials and colors.
- b. Percentages of each material used on each façade.
- c. Drawing scale and building height callouts.

Color photographs may be substituted for elevation drawings when an existing structure is to undergo minor exterior alteration and the photos depict the design materials and color of the new construction.

- Detailed Grading Plan,** to include:

- a. Stamp and signature of an Idaho licensed design professional competent to practice in the subject matter.
- b. [Standard Grading and Drainage Sheet Notes](#).
- c. Spot Elevations, to include:
 - i. Top and bottom of wall for all retaining walls.
 - ii. Lot corners.
 - iii. Corners of structures.
 - iv. Edges of pads.
- d. Existing surface contours.



- i. Slopes less than or equal to 50%, use two-foot contours.
 - ii. Slopes greater than 50%, use ten-foot contours (Category III only).
- e. Foundation and roof drain-pipe networks, outfalls, and details for connections to subdivision systems or daylight locations.
- f. Cut & Fill Information, which includes:
 - i. Estimated cut and fill amounts (cubic yards).
 - ii. Locations or any cuts or fills.
 - iii. Specify soils to be used as fill material.
- g. Existing geologic features.

Additional Requirements for Category III:

Hydrological Engineering Report, which includes:

- a. Stamp and signature of an Idaho licensed design professional competent to practice in the subject matter.
- b. Dialog of pre-development and post-development runoff rates and volumes with supporting documentation.
- c. A pre- and post-development hydrograph comparing flow rates for the 100-year design storm event.

Geological Report, which includes:

- a. Stamp and signature of an Idaho licensed Geologist.
- b. Research on any historical site information including previous reports, maps, or other material that may impact the proposed project.
- c. Field exploration of the proposed project site including any surface features and test pit or boring explorations.
- d. Recommendations for future geological exploration or evaluation related to the proposed project.

Channel Flow Analysis. Stamped and signed by an Idaho licensed design professional.

Re-vegetation Plan, which includes:

- a. Stamp and signature of an Idaho licensed design professional.
- b. A seed mixture and tackifier density for approval by the City's revegetation specialist.

