



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 & Hillside Application Submittal Requirements

Category I: Application 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 I & II Required Documents:

1. **Completed Application**
2. **Detailed Letter of Explanation** which includes:
 - a. A summary of the scope, design intent, and the philosophy of the project.
 - b. Discuss any unique site feature or unusual circumstances.
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record
4. **Public Works Preapplication Summary Report**
5. **Floor Plan**, drawn to scale with labels and dimensions for each room and a calculation of the total gross square footage proposed. Show the use and dimensions of each room. If remodeling is proposed, show existing and proposed conditions.
6. **Color Building Elevations**, drawn to scale, which include:
 - a. Finished grade line with labels.
 - b. Drawing scale and building height callouts.
7. **Fire Flow Information**. Contact Veolia at 208-362-7354 regarding adjacent hydrants and volume of water available. Submit Fire Flow Request Form (allow for 5-7 business days).
8. **Detailed Site Plan** which includes:
 - a. Drawing scale.
 - b. All existing and proposed structures labeled with their size and existing and/or proposed uses.



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- 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. Fire Department access roadway clearly delineated.
 - m. Existing/proposed utility service.
 - n. Any cross access or connections to adjacent properties.
 - o. Location of any signs.
9. **Detailed Grading Plan** which includes:
- a. Stamped and signed by an Idaho licensed design professional competent to practice in the subject matter
 - b. Includes [Standard Grading & 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)



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- 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. Location of any cuts or fills
 - iii. Specify soils to be used as fill material
- g. Existing geologic features

10. **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 grading plan is dated later than geotechnical report, a site suitability letter from the geotech is required)
- c. Plan showing the location of all test borings or excavations
- d. Boring or test pit logs (minimum 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 use

Additional Required Documents for Category III:

11. **Hydrological Engineering Report**, which includes:

- a. Stamped and signed by 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.

12. **Geological Report**, which includes the following:

- a. Stamped and signed by 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.



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- d. Recommendations for future geological exploration or evaluation related to the proposed project.
13. **Channel Flow Analysis**, Stamped and signed by an Idaho licensed design professional
14. **Revegetation Plan**, which includes the following:
- a. Stamped and signed by an Idaho licensed design professional
 - b. A seed mixture and tackifier density for approval by the City's revegetation specialist