



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

Certificate of Appropriateness Application Submittal Requirements

1. **Completed Application**
2. **Detailed Letter of Explanation**, which includes:
 - a. A summary of the scope, design intent, and philosophy of the project.
 - b. Which Historic District the property is located in
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Detailed Site Plan** (see [example](#)) 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. Fire Department access roadway clearly delineated.
 - m. Existing/proposed utility service.
 - n. Any cross access or connections to adjacent properties.



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- o. Location of any signs.
5. **Detailed Landscape Plan** (Required if Xeriscape or New Construction) which includes:
 - a. Scale (same scale as the site plan)
 - b. Type, size, and location of all existing and 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.
 - g. Proposed exterior lighting locations and types of lighting.
6. **Color Building Elevations** drawn to scale which include:
 - a. All proposed building materials and colors clearly labeled.
 - b. Percentages of each material used on each façade.
 - c. Drawing scale and building height callouts.
 - d. Color photographs may be substituted for color elevation drawings when an existing structure is to undergo minor exterior alteration, and the photos depict the design materials of the new construction.
7. **Floor Plans**, drawn to scale with sizes and types of interior spaces indicated. Show the use and dimensions of each room.
8. **Site Photos** colored and labeled. Should include:
 - a. North, South, East and West elevation of primary building
 - b. North, South, East and West elevation of each outbuilding
 - c. Photos of adjacent properties to the North, South, East and West (including across alleys and streets)
 - d. View of both block faces to show surrounding area, including alley if applicable
9. **Context Drawings**. Drawings that show the proposed building within the surrounding context, indicating height and lot coverage of adjacent properties.

Certificate of Appropriateness – Tree Removal

1. **Application**
2. **Letter of Explanation:**
 - a. Historic District the property is located in
 - b. Design intent/philosophy of the project
 - c. Summary of the full scope of work proposed, including type, size, and age of tree(s)
3. **Statement of Legal Interest** (download [form](#)) – must be completed by the legal owner of record
4. **Letter from Certified Arborist** – must detail the need for the removal(s) and give recommendation
5. **Site Plan:**
 - a. North arrow
 - b. Property boundary/property lines
 - c. Existing structures
 - d. Location of tree(s) and other significant landscaping
6. **Site Photos:**
 - a. Tree(s) and context