



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

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Comprehensive Plan Amendment Application Submittal Requirements

1. **Completed Application**
2. **Detailed Letter of Explanation.** Include the following:
 - a. What existing uses and structures are on the property?
 - b. What use, building or structure is intended for the property?
 - c. Adjacent Property Uses and Zones
 - d. Justification for the change to the Land Use Map or Text
 - e. What Comprehensive Plan land use designation, goals or policies support your request
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Site Photos**, colored and labeled, of the site and surrounding area showing context.
5. **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.
- o. Location of any signs.

7. **Mobility Plan** which includes:

- a. A site drawing that highlights the pedestrian and bicycle network and circulation, bicycle parking, bus routes adjacent to the site and description of the nearest bus stop(s), nearby pathways, etc.
- b. Pathways, both on-site and off-site including connections to pathways.
- c. Bicycle Parking. Note long-term and short-term, number of spaces, bike rack designs, and access to bike parking.
- d. Narrative on Transportation Demand Management plan, if applicable.
- e. Dimensions (widths) for all mobility network infrastructure should be included.