PLANNING AND DEVELOPMENT SERVICES
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# Design Review 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. Discuss any unique site features or unusual circumstances.
c. Describe how the project meets the required findings for the requested entitlement(s).
d. If new development, will all electric or geothermal (if in the downtown core) be utilized?If not, please describe why not in detail.
e. If residential development, will any affordable units be included? If not, please describe why not in detail.

☐ 3. **Statement of Legal Interest** (download **form**). Form must be completed by the legal owner of record

☐ 4. **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.

☐ 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 (Applications for new buildings or building additions greater than 200 square feet shall be prepared by, or under the direct supervision of, a duly licensed architect, unless exempted under Idaho Code, Section 54-306)
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.

☐ 6. **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 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.

☐ 7. **Mobility Plan** which includes:

a. A site drawing that shows 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.

☐ 8. **Color Building Elevations** drawn to scale which include:

a. All proposed exterior materials and colors.
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 material/colors of the new construction.

☐ 9. **Floor Plans** drawn to scale with labels and dimensions for each room and a calculation of the total gross square footage proposed. If remodeling is proposed, show existing and proposed conditions.

☐ 10. **Perspective Drawings**

☐ 11. **Context Drawings** showing the proposed project within the surrounding context.

☐ 12. **Building Materials and Colors Sheet**

☐ 13. **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).

☐ 14. **Site Photos** colored and labeled, of the site and surrounding area showing building context.