



## 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

# Floodplain Review Application Submittal Requirements

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## 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](#).
- Copy of any application** made to the Idaho Department of Water Resources (IDWR), Army Corps of Engineers, and the Federal Emergency Management Agency (LOMC Process).
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- 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. Include the elevation(s) of the lowest floor.
  - 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. Any **proposed modifications or fill** within the floodway or floodplain with existing/proposed elevation.
  - g. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
  - h. 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.
  - i. Parking and loading areas with stalls and drive aisle shown and any garage door widths dimensioned. Include accessible parking spaces.

- j. Solid waste storage and collection plan with proposed screening method.
- k. Fire department access roadway clearly delineated.
- l. Existing/proposed utility service.
- m. Any cross-access or connections to adjacent properties.

**The following Floodplain information:**

- n. Flow line at the Boise River at 6500 cubic feet per second (CFS) as measured at the site.
- o. Floodway boundary line and elevations. ([FEMA Map](#)).
- p. Floodplain boundary line and elevations ([FEMA Map](#)).

**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 callout to top of roof.

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

**Engineered Plan.**

- a. Elevations of any flood control or bank stabilization structures/measured that are proposed.
- b. Engineers statement of any possibly impacts on adjoining property owners, including those across the body of water.

**Detailed Landscape Plan**, (site and landscape plan may be combined if all required info is included), which includes:

- a. Scale.
- 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. Vegetation or revegetation of the 25' riparian setback must use trees, shrubs, and grasses approved by the Idaho Fish & Game Department and Parks & Recreation, Public Works, or Planning & Development Services.

**Accessory Structures** shall show the following:

- a. Square footage of the structure.
- b. Flood damage resistant material(s).
- c. Anchoring to prevent flotation, collapse, or lateral movement.

