



## 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

# River System Application Submittal Requirements

---

## 1. Completed Application

2. **Detailed Letter of Explanation** A summary of the scope and design intent of the project. Discuss any unique site features or unusual circumstances. Speak to any known approval findings for the requested entitlement(s).

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

4. **Detailed Site Plan** which includes the following:

### Resource Values

- a. Boise River Channel
- b. Boise River Floodway
- c. Boise River Floodplain
- d. 6,500 cubic feet/second river flow line
- e. Boise River Greenbelt Lands, Paths and Easements
- f. Great Blue Heron Rookeries
- g. Eagle perching, feeding and loafing areas (Bald Eagle winter habitat)
- h. Side Channels of the Boise River
- i. The general locations of Class A, B and C Lands and Waters
- j. Trout Spawning and/or rearing waters as identified by the Idaho Fish & Game
- k. Location of existing and created emergent wetlands, include location, size in square feet.

### Development Proposal

- a. Drawing Scale
- b. All existing and proposed structures labeled with their size and existing and/or proposed uses.
- c. North arrow
- d. Size of parcel (acres or square feet), property lines, and all required setbacks with dimensions
- e. Name of applicant, plan preparer, project name and project address on title block
- f. Special features such as pedestrian paths, berms, retaining walls, fencing and lighting
- g. Parking and loading areas with stalls and drive aisle widths dimensioned



## 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

- h. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements
  - i. Proposed locations and types of pole lighting
  - j. Trash storage areas and exterior mechanical equipment, together with proposed screening
  - k. Drainage features with proposed on-site retention
  - j. Hillside developments; existing and proposed grades
  - k. Fire Department access roadway clearly delineated
  - l. Usable open space areas with dimensions and total size.
  - m. Existing/proposed utility service
  - n. Sign locations
5. **Detailed Landscape Plan**, which includes:
- a. Drawing 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. Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered.
  - 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
6. **Site Photos**, colored and labeled, of the site and surrounding area showing building context.
7. **Mitigation and Enhancement Plans** (if applicable)
8. **Copy of Parks Department Commission** (if applicable)