



## 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

# Temporary Sign Application Submittal Requirements

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1. **Completed Application**
2. **Detailed Letter of Explanation** and justification for the proposed project. Include the dates of when the sign will be displayed.
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Detailed Site Plan** which includes:
  - a. All existing and proposed structures labeled as to existing and/or proposed uses.
  - b. North arrow
  - c. Property boundary/property lines and all required setbacks with dimensions
  - d. Special features such as pedestrian paths, berms, retaining walls, or fencing
5. **Sign Elevations, to scale.** Color photographs may be substituted for rendered elevation drawings.