



# Zoning Map Amendments: Annexation, Rezone, Planned Unit Development, and Specific Plan Application Submittal Requirements

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## Documents

- Completed Application.**
- Detailed Letter of Explanation** and justification for the proposed project. Include the following:
  - 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 [§11-05-05.4](#).
  - d. Adjacent property uses and zones.
  - e. What is the relationship to existing land uses in the area and are the proposed uses compatible to the surrounding area?
  - f. Why are you requesting a rezone in the City of Boise?
  - g. What use, building, or structure is intended for the property?
  - h. What changes have occurred in the area that justify the request?
  - i. If a residential development, will any affordable units be included? If not, please describe why not in detail.
  - j. What Comprehensive Plan land use designation, goals, or policies support your request?
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- Copy of Deed** with metes and bounds legal description.
- Legal Land Description.** Description of the actual property which you wish to have rezoned on a separate page labeled as “Exhibit A.” All land descriptions must be certified by a land surveyor registered to the State of Idaho and must include:
  - a. Narrative paragraph which names the section, township range and meridian in which the property is located. The narrative shall also contain a rough description of the property.
  - b. The commencing point must be a government-surveyed corner, such as a section corner or a quarter corner.
  - c. All descriptions must have a Point of Beginning.
  - d. The commencing point can be the Point of Beginning if the point is a section or quarter corner.
  - e. Bearing and distances shall continuously define an area boundary with a closure accuracy of at least one part in five thousand.

- f. The property descriptions shall clearly define where the property is located by calling out known points or courses such as subdivision, lot corners, streets, canals, and water courses.
- g. The all-property description shall state a return to the Point of Beginning.
- h. The all-property description shall state the number of acres annexed or rezoned to 1/100<sup>th</sup> of an acre.

- Site Photos.** Colored and labeled photographs of the site and surrounding area showing building context.

## Drawings

- Conceptual 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.
- 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. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
- g. 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.
- h. Parking and loading areas with stalls and drive aisle shown and any garage door widths dimensioned. Include accessible parking spaces.
- i. Solid waste storage and collection plan with proposed screening method.
- j. Fire department access roadway clearly delineated.
- k. Existing/proposed utility service.
- l. Any cross-access or connections to adjacent properties.
- m. Locations of any signs.

- Mobility Plan**, which includes:

- a. Site Drawing that highlights the pedestrian and bicycle network and circulation, bicycle parking, bus routes adjacent to the site and a description of the nearest bus stops(s).
- b. Pathways both on- and off-site including connections to the pathways.
- c. Bicycle parking. Note if long- or short-term, number of spaces, bike rack designs, and access to bike parking.

- Rezone map**, labeled as “Exhibit B” to include the following information:

- a. Section.
- b. Township.



- c. Range.
- d. North arrow.
- e. The proposed zone.

**For Planned Unit Development (PUD) only:** Provide a **Development Plan** which identifies one of the base zoning districts of the development code as the reference base district for each portion of the PUD. List any standards, variations, and requirements for the development that may diverge from the standards of the base district.

