



# Community Compost Giveback Application Guide

# Applying for Community Compost Giveback:

## Getting Started

To apply for the City of Boise Community Compost Giveback you will need to have a valid and registered account, prior to following this Guide.

To login or register for an account you will navigate to the City of Boise Permitting and Licensing homepage.

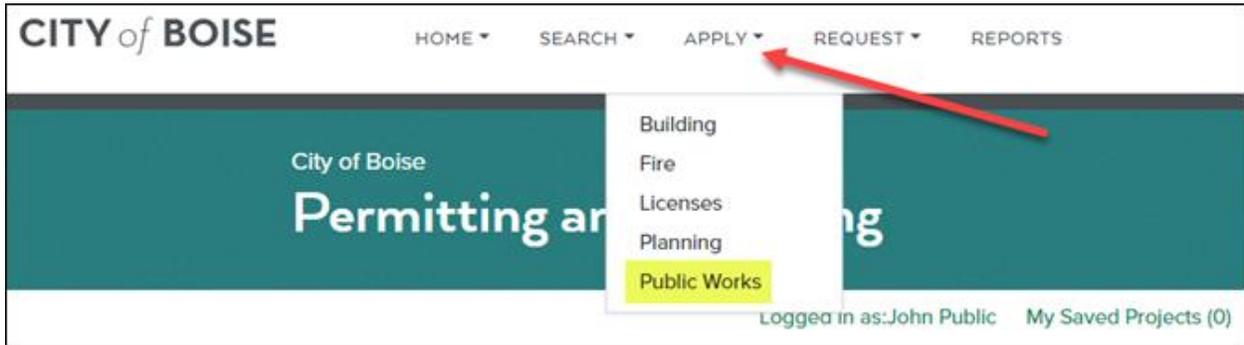
<https://permits.cityofboise.org/CitizenAccess/Default.aspx>

- If you already have an account enter your login credentials and click on the green **Login** button.
- If you do NOT have an account, click on **New Users: Register for an Account**.
  - Create your new account.
  - Enter you credentials and login.

The screenshot shows the City of Boise Permitting and Licensing homepage. At the top, there is a navigation bar with the City of Boise logo and menu items: HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below the navigation bar is a teal header with the text "City of Boise Permitting and Licensing". In the top right corner, there are links for "Register for an Account" and "Login", and a search bar labeled "Search Records...". The main content area features a "Welcome to City of Boise Permitting and Licensing" section with a brief introduction and a "New to the system? Create an account using our step-by-step how-to-video." link. Below this is a "What would you like to do today?" section with a link to "New Users: Register for an Account". On the right side, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login" button, and a checkbox for "Remember me on this computer". A link for "New Users: Register for an Account" is also present in the bottom right corner of the login form area.

## The Home Screen

Once you are logged in you will be on the home screen, this is the launch pad for the application process. You can access the Community Compost Giveback Application by clicking **APPLY** then **Public Works** from the dropdown.



Check the box to confirm that you have read and accepted the **General Disclaimer** then click on the green **Continue Application** button.

### Online Application

Welcome to the City of Boise's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

#### General Disclaimer

While the City of Boise attempts to keep its Web information accurate and timely, the City of Boise neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Boise as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited without the prior written permission of the City of Boise.

I have read and accepted the above terms.

[Continue Application »](#)

On the **Select a Record Type** page click on the **Public Works Permit** dropdown, select the **radio button** next to *Community Compost Giveback* then click on the green **Continue Application** button.

**Select a Record Type**

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼ Public Works Permit

Community Compost Giveback

Sewer Plug Permit

Sewer Tap Permit

## Step 1: Requirements/Certification > Page 1 of 1

Check the box to confirm that you have read and understand the application specific terms and conditions then click on the green **Continue Application** button.

*Step 1: Requirements > Certification*

This permit process requires the following:

**Requirements Certification**

CERTIFICATION

\* I have read and understand the terms and conditions above:

NOTE: If at any time during the application process you are not ready to proceed, you can click the **Save and resume later** button.

## Step 2: Delivery Address > Page 1 of 1

Enter the delivery location **Address** information then click on the green **Search** button. The address, parcel, and owner information on record with the City of Boise will populate automatically.

*Step 2: Delivery Address > Page 1 of 1*

To add your address, enter the street number, and the first 3 characters of the street name then click on "Search". This will pull up the address, parcel and owner information on record with the City of Boise.

\* indicates a required field.

### Address

*Street No.:	*Street Name:	Direction:	Street Type:	Unit Type:	Unit No.:
150	CAP	--Select--	--Select--	--Select--	

NOTE: If there are multiple addresses returned in a search, select the radio button next to the correct address.

Review and confirm the correct **Address, Parcel** and **Owner** information has populated, scroll to the bottom of the page, and click on the green **Continue Application** button.

*Step 2: Delivery Address > Page 1 of 1*

To add your address, enter the street number, and the first 3 characters of the street name then click on "Search". This will pull up the address, parcel and owner information on record with the City of Boise.

\* indicates a required field.

### Address

*Street No.:	*Street Name:	Direction:	Street Type:	Unit Type:	Unit No.:
150	CAP	--Select--	--Select--	--Select--	

City:	State:	Zip:
BOISE	ID	83702

## Step 3: Contacts>Page 1 of 1

You must enter the required **Organizer** and **Onsite Contact** information; the **Neighborhood Association/Community Group** and **Additional Contacts** information is only required when applying for an Association or Group or when applying as an unaffiliated group of neighbors (a minimum of five households who participate in the compost program are required).

**Step 3:Contacts>Page 1 of 1**

Compost is for neighborhoods, groups of neighbors and community groups. When unaffiliated groups of neighbors apply for delivery, a minimum of five households who participate in the compost program must be accessing the compost delivery. Please follow steps below to add all appropriate contact information.

\*indicates a required field.

### Organizer

All applications must include an Organizer. This person will be used as the primary contact for the Community Compost Program application process. An email address is required.

[Select from Account](#) [Add New](#)

### Onsite Contact

All applications must include an Onsite Contact. This person will be used as the contact for all compost delivery related communications and will need to be present during the compost delivery, this individual may be the same as the Organizer. An email address is required.

[Select from Account](#) [Add New](#)

NOTE: The **Organizer** and **Onsite Contact** can be the same individual.

There are two ways to enter contact information, by clicking on **Select from Account** or clicking on **Add New**.



Clicking on the **Select from Account** button will take you to the **Select Contact from Account** screen where you will be able to select the radio button next to the desired contact, then click on the green **Continue** button.

A screenshot of a web form titled "Select Contact from Account". Below the title is the instruction "Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step." and "Showing 1-2 of 2". A table with three columns: "Category", "Type", and "Name" lists two contacts. The first contact is "Associated Contact" of type "Applicant" named "John Q Public", with a selected radio button. The second contact is "Associated Owner" named "CITY OF BOISE", with an unselected radio button. At the bottom are two buttons: "Continue" (green) and "Discard Changes" (blue).

Clicking on the **Add New** button will take you to the **Contact Information** screen, you will need to complete the required fields noted by a red asterisk (\*) and any optional fields desired, then click on the green **Continue** button.

A screenshot of a web form titled "Contact Information". It contains several input fields: "First:" and "Last:" (both with red asterisks and red boxes around them), "Name of Business", "Primary Phone:" (with a red asterisk and red box), "Secondary Phone:", "Address Line 1:" (with a red asterisk and red box), "City:", "State:" (a dropdown menu with "--Select--" and a red asterisk), "Zip:" (with a red asterisk and red box), and "Email:" (with a red asterisk and red box). At the bottom are three buttons: "Continue" (green), "Clear" (blue), and "Discard Changes" (blue).

Once the contact(s) you selected/created have successfully been added to the account click on the green **Continue Application** button.

✔ **Contact added successfully.**

**John Public**  
jqpublic@gmail.com  
Home phone:208-555-1212  
Mobile Phone:  
Work Phone:  
Fax:

**Edit** **Remove**

**Continue Application »**

## Step 4: Delivery Site Information > Page 1 of 3

There will be three pages of **Delivery Site Information** that you will need to review and complete in this section. **Delivery Information, Delivery Site Approval Checklist** and **Attach Requested Delivery Site Photos**. On the first two pages you will answer the required questions and on page three please attach photos showing your proposed compost giveback drop-off location. Once each page is complete, click on the green **Continue Application** button to continue.

### Delivery Information

DELIVERY INFORMATION

\* Is this the first time your neighborhood or organization has participated in the Community Compost Giveback Program?:  Yes  No

\* Preferred Delivery Date (A minimum two week lead time is required and no weekend delivery):  

\* Are you a participant in the compost program?:  Yes  No

\* If you represent a neighborhood or group of neighbors, will at least (5) houses that participate in the Curb It compost program be accessing the compost delivery?:  Yes  No

\* Is this compost for a community organization such as a non-profit, community garden, or a school?:  Yes  No

\* Please indicate how you plan to get the word out about the giveback opportunity with your community:

**Continue Application »** **Save and resume later**

## Delivery Site Approval Checklist

### SITE APPROVAL CHECKLIST

\* Is this site on private property? :  Yes  No

\* Are you the owner of the property? :  Yes  No

If you are not the owner of the site, do you agree to obtain a signed waiver from the property owner? (Waivers are provided by the City of Boise.):

--Select--

\* Size of requested delivery site (Example: 25' x 40'):

\* Are there any branches, power lines or structures above the delivery site? :  Yes  No

\* Is the delivery site relatively level? :  Yes  No

\* Is the route to access the delivery site firm enough to drive on?:  Yes  No

[Continue Application »](#)

[Save and resume later](#)

To attach your delivery location photos, you will first click on the green **Add** button on the **Attach Requested Delivery Site Photos** page.

## Attach Requested Delivery Site Photos

\*\*\*Please click on the **Add** button below and attach photos of the proposed delivery site location.\*\*\*

At a minimum, include a photo of the front of the property, the access route for the delivery truck, and a photo noting the requested compost delivery site.

The maximum file size allowed is **40 MB**.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.



[View People Attachments](#)

[View Record Attachments](#)

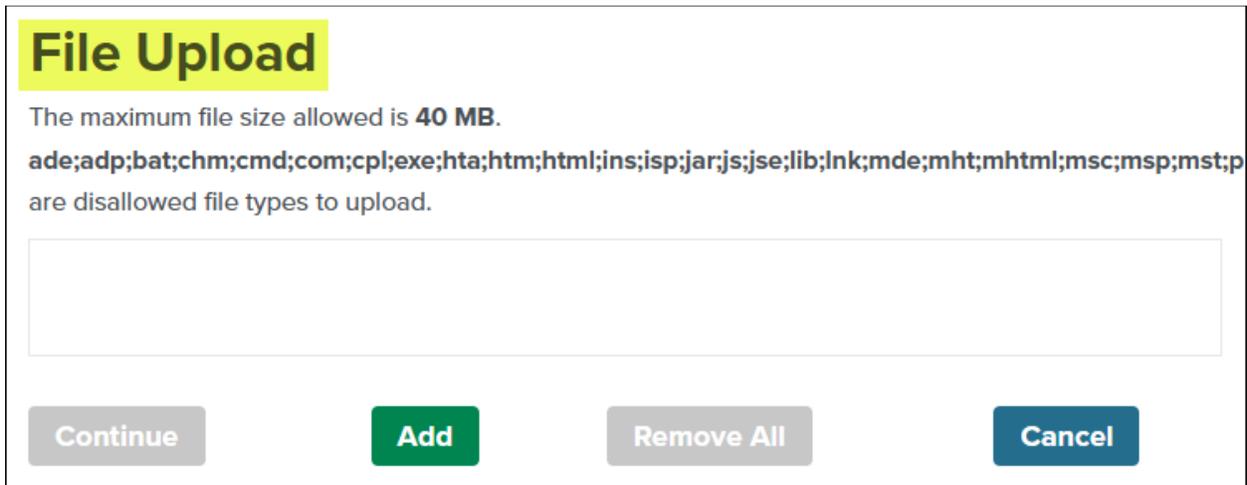
Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application »](#)

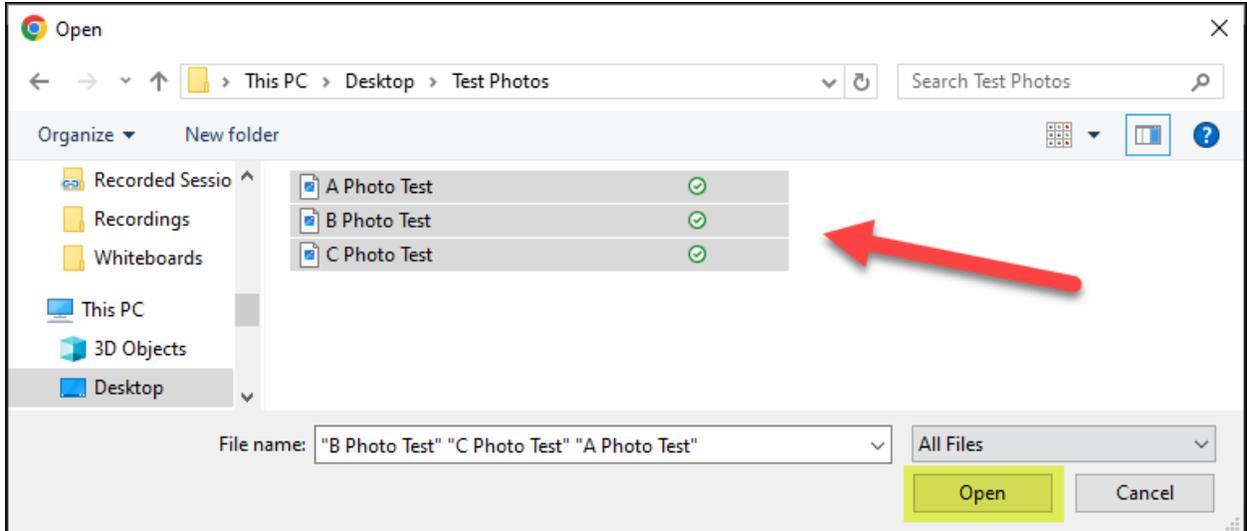
[Save and resume later](#)

Next, click on the green **Add** button on the **File Upload** page.



**Please include, at a minimum, a photo of the front of the property, the access route for the delivery truck, and a photo noting the requested compost delivery site.**

Locate and select the files you are wanting to upload then click on the **Open** button.



You should now see the selected files attached to the **File Upload** page, click on the green **Continue** button to proceed.

## File Upload

The maximum file size allowed is **40 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;misp;mst;p are disallowed file types to upload.

A Photo Test.jpg	100%
B Photo Test.jpg	100%
C Photo Test.jpg	100%

**Continue** **Add** **Remove All** **Cancel**

Now back on the **Attach Requested Delivery Site Photos** page please include a brief description in the **Description:** text box for each photo, then click on the green **Save** button.

## Attach Requested Delivery Site Photos

\*\*\*Please click on the **Add** button below and attach photos of the proposed delivery site location.\*\*\*

At a minimum, include a photo of the front of the property, the access route for the delivery truck, and a photo noting the requested compost delivery site.

The maximum file size allowed is **40 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;misp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.

**View People Attachments** **View Record Attachments**

Name	Type	Size	Latest Update	Action
No records found.				

\*Type:  
PW\_Photos

File:  
A Photo Test.jpg  
100%

\*Description:  
Requested Delivery Site Photo Description TEST

**Save** **Add** **Remove All**

**Continue Application >** **Save and resume later**

Confirm your files have been attached, then click on the green **Continue Application** button.

Name	Type	Size	Latest Update	Action
A Photo Test.jpg	PW_Photos	1.30 MB	04/02/2025	Resubmit Actions
B Photo Test.jpg	PW_Photos	404.45 KB	04/02/2025	Resubmit Actions
C Photo Test.jpg	PW_Photos	552.97 KB	04/02/2025	Resubmit Actions

Buttons: Add, Continue Application, Save and resume later

## Step 5: Review

Finally, review all the application data for accuracy, **check**  the digital signature agreement box at the bottom of the page then click the green **Continue Application** button to submit your application. If any items in your application need to be revised, click on the fields corresponding **Edit** button.

**Step 5: Review**

Buttons: Continue Application, Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**  
Community Compost Giveback

**Address** Edit

Compost is derived from recycled sources and may contain a small percentage of foreign material. I further acknowledge that because of the nature of compost, despite reasonable effort and care by City staff, the City makes no guarantees, assurances, or warranties as to identity, character, condition, purity, or composition. I hereby agree to indemnify, defend, and hold harmless the City and any of its officers, officials, employees, and agents from and against

Waiver and Terms of Use - By checking the box, I have read, understood and agree to the waiver and terms of use. Date: 03/21/2025

Buttons: Continue Application, Save and resume later

## Step 6: Receipt and Confirmation

Congratulations, your Community Compost Giveback Application has been successfully submitted!

Note the record number for your application at the bottom of the page. You can click on the record number link to access your application details and view your processing status.

A confirmation email will also be sent to the email address provided in the application.

The Curb It team will review your application, and you will be notified via email of next steps. Seasonal demand may increase response times, however most applications are reviewed and responded to within 2-3 business days.

*Step 3: Receipt and Confirmation*

### Receipt

Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records.

**150 N CAPITOL BLVD**

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00077