



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

Final Plat Mylar Application Submittal Requirements

Applicants have two years from the date of the Boise City Council's approval to obtain the City Clerk's and City Engineer's certification on a Final Plat. The City Engineer cannot sign the plat until all conditions of approval and fees have been satisfied. The applicant is responsible for providing documentation in **one submittal** that all of the following requirements have been completed or bonded for. To view bonding requirements please see Bonding Protocol and Bond Submittal Requirements. To streamline the review process, we no longer accept documents to be emailed in. A contact Form will need to be provided to Brittany Hill (blhill@cityofboise.org or 208-608-7195) and an Eplan case will be created for document upload. Approvals from outside agencies shall be on agency letterhead.

As of 6/2025: Subdivision Plats should be in review with County and City of Boise at the same time. Once both reviews have been fully approved, the Final Plat and Signature mylar pages will need to be provide to the City of Boise for City Council and City Engineer Signatures.

1. **Contact Form**

- Email to Brittany Hill at blhill@cityofboise.org to have an ePlan invite created for submittal
- County Review Case number will need to be stated on contact form

2. **Action Letter**

- Boise City Council Approval Letter stating hearing date and approval for final plat. (1st page only).

3. **PDF of Final Plat**

4. **Sewer** (Mike Sheppard msheppard@cityofboise.org or 208-608-7504)

- Provide a letter for acceptance
- Bonded

5. **Pressurized Irrigation** (Mike Sheppard msheppard@cityofboise.org or 208-608-7504)

- Letter of acceptance
- Letter granting a waiver of the pressurized irrigation requirements
- Bonded



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6. **Grading & Drainage** (Public Works Engineering HillsideDrainage@cityofboise.org or 208-608-7150)

- Provide Letter of Acceptance
- Complete Final Drainage Inspection
- Bonded
- ***Hillside Subdivisions will require a separate bond for Vegetation***
- Provide Grading Permit Number for site work. GRD_____ and ACHD Stamped approved plans if applicable
- If not required for project, please provide an email from Public Works stating so
- Provide ESC number associated with the grading permit. ESC_____
(Andy Long ajlong@cityofboise.org or 208-794-8996)

7. **Streetlights** (Tom Marshall tmarshall@cityofboise.org or 208-608-7526)

- Provide Letter of Acceptance
- Bonded

8. **Fire Department** (Mike Bisagno mbisagno@cityofboise.org or 208-570-6500)

- Provide a "Letter of Satisfaction" stating the access and the first protection requirements are constructed and approved.

OR

- Provide a recorded "Non-Build Agreement" that states that no building permits shall be applied for until a Letter of Satisfaction is issued by the Boise City Fire Department. This shall also be a note on the Final Plat.
- If a subdivision is in the Wildland Urban Interface Area, a "Fire Safety Plan" must also be approved by the Fire Department.



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9. **Landscaping & Conditions of Approval** (Previously Assigned Subdivision Review Planner)

- All amenities, landscaping, fencing, curb, gutter, sidewalk, sprinkler system and site specific conditions of approval shall be installed and instead.
- Provide a PDF of the most recent Landscape Plan
- Bonded
- Date of inspection for completed installation (if not bonding) _____
- Bonded with ACHD (curb, gutter and sidewalk, please provide Construction Cost Estimate and Receipt)

10. **CC&R's** (Previously Assigned Subdivision Review Planner)

- CC&R's are required if there is common ownership of open space, landscape buffers, micro-paths, common driveways, or ownership and maintenance agreements for private streets and/or drainage facilities.
- The CC&R's shall be submitted to the Planning Department and will be emailed to the Boise City Attorney and Boise City Public Works for review. Provide the letter of acceptance.

11. **Water**

- Provide a letter from the applicable water district stating the subdivision can be serviced by municipal water.

12. **School District**

- For residential projects, provide a letter of approval from the applicable school district.

13. **Post Office** (Dan Corral, Postmaster 208-433-4301)

- Provide Approval Letter of Location or Will Serve Letter.



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THE FOLLOWING SIGNATURES MUST BE ON THE MYLAR WHEN SUBMITTED FOR REVIEW:

1. **Surveyor**

- The Mylar shall be stamped and signed by a licensed land surveyor in the state of Idaho.

2. **Owner(s)**

- The Mylar shall be signed and notarized with the owner(s) signature.

3. **Ada County Highway District (ACHD)**

- The Mylar shall be signed and notarized with the agencies signature.

4. **Central District Health Department**

- The Mylar shall be signed and notarized with the agencies signature.