#102: Administrative Review

Application Submittal Requirements

- 1. **Completed application**
- 2. **Detailed letter of explanation** and justification for the proposed project.
- 3. **Affidavit of Legal Interest** (see attached).
- 4. **Detailed Site Plan** (One copy and one 8½" x 11" reduction) showing:
  - a. Scale (not smaller than 1" = 30' unless otherwise approved)
  - b. All existing structures labeled as to existing and/or proposed uses
  - c. All proposed structures, labeled as to use
  - d. North arrow
  - e. Size of parcel (acres or square feet)
  - f. Property boundary/property lines
  - g. Name of applicant, plan preparer, project name and project address on title block
  - h. Special features such as pedestrian paths, berms, retaining walls, or fencing
  - i. Parking areas with stalls shown and garage door widths
  - j. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
  - k. Location and sizes of any loading areas, docks and ramps
  - l. Proposed locations and types of lighting
  - m. Trash storage areas and exterior mechanical equipment, together with proposed screening method
  - n. Drainage features
  - o. Hillside developments: existing and proposed grades

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**ePlanReview**

Electronic Application

Begin by selecting the Planning Application for [PDS Online | eApply here](https://www.cityofboise.org/pds). Registration is required and free. Refer to the [PDS Online FAQs](https://www.cityofboise.org/pds). Incomplete applications will not be reviewed.

- **Upload Files**
  In ePlanReview, upload all the required submittal documents in accordance with the [ePlanReview Submittal Standards](https://www.cityofboise.org/pds).

- **Submit Files**
  To submit the application sign off on the “Applicant Upload Task”. Prescreen review does not begin until the task is completed. Review the [ePlanReview User Guide](https://www.cityofboise.org/pds) for helpful screenshots.

- **Pay Fees**
  The applicant receives an email notification to pay the application fees at [PDS Online | ePay](https://www.cityofboise.org/pds). Applications are not accepted until the fees are paid in full.
5. **Landscape Plan** (One copy and one 8½" x 11" reduction) showing:
   a. Scale (The landscape plan should be the same scale as the site plan)
   b. Type, size and location of all existing & proposed plant materials and other ground covers. The size of plants at planting and maturity should be included.
   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
   e. Cross-sections through areas of special features, berms, retaining walls, etc.
   f. Footprints of all structures to be constructed

6. **Building elevations** (two complete sets, one of which is colored), drawn to scale. Colored photographs may be substituted for colored elevation drawings when an existing structure is to undergo minor exterior alteration, and the photos depict the design material/colors of the new construction.

7. **One set of floor plans**, to scale, with sizes and types of interior spaces indicated.

8. **Set of colored and labeled photos of site.**
Affidavit of Legal Interest

State of Idaho )
) ss
County of Ada )

I, _________________________________, _________________________________,

Name        Address

___________________________________________, __________________________________________

City        State

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my
permission to ___________________________ __________________________________________
Name      Address
to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold Boise City and its employees harmless from any
claim or liability resulting from any dispute as to the statements contained herein or as to
the ownership of the property which is the subject of the application.

Dated this ___________________________ day of ______________________________, 20______

__________________________________________________________________
Signature

Subscribed and sworn to before me the day and year first above written.

Notary Public for Idaho

Residing at: ___________________________________________________

My commission expires: __________________________________________