#105: Annexation & Rezone

Application Submittal Requirements

- 1. Completed application
- 2. Detailed letter of explanation or justification for the proposed project.
- 3. Affidavit of Legal Interest (see attached). Form must be completed by the legal owner of record.
- 4. Photographs of existing site conditions.
- 5. Copy of Deed with Meets and Bounds Legal Description
- 6. Pre-application Materials
  a. Pre-application form
  b. Neighborhood radius notice letter
  c. List of notified owners, residents and neighborhood association, if applicable
  d. Sign in sheet from neighborhood meeting

Additional Annexation Application Requirements

Note: The following information is required by the Boise City Council. Annexation applications will not be accepted without a property description and map meeting the guidelines listed below.

- 1. Land Description. Attach a description of the actual property which you wish to have rezoned or annexed on a separate page. All land descriptions must be certified by a land surveyor registered to the State of Idaho.
  A. All property description shall be labeled as “Exhibit A.”
  B. The property description shall have 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. For example, “An area of land located in the southwest quarter of the northwest quarter of section ________, more particularly described as follows: …”
  C. The commencing point must be a government-surveyed corner, such as a section corner or a quarter corner.

ePlanReview

Electronic Application

Begin by selecting the Planning Application for [PDS Online | eApply here](#). Registration is required and free. Refer to the [PDS Online FAQs](#). Incomplete applications will not be reviewed.

- Upload Files
  In ePlanReview, upload all the required submittal documents in accordance with the [ePlanReview Submittal Standards](#).

- 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](#) for helpful screenshots.

- Pay Fees
  The applicant receives an email notification to pay the application fees at [PDS Online | ePay](#). Applications are not accepted until the fees are paid in full.
D. The commencing point can be the point of beginning if the point is a section or quarter corner.

E. All descriptions must have a Point of Beginning.

F. Bearings and distances shall continuously define an area boundary with a closure accuracy of at least one part in five thousand.

G. The property description shall duplicate the metes and bounds of all existing annexations, or shall reference the former annexation.

H. The property description shall not overlap or leave gaps from previous annexations.

I. The property description 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.

J. The all-property description shall state a return to the Point of Beginning.

K. The all-property description shall state the number of acres annexed to one-hundredth of an acre.

☐ 2. Annexation Map. Map must contain the following information.
   A. Section
   B. Township
   C. Range
   D. North arrow
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: _________________________________________