

Planning & Zoning

Commission Applications

PDS

Department Application

#126

Preliminary Research

Contact a Planner at 608-7100 to verify the application type and project requirements by providing the subject property's address and a brief description of the proposed project.

Planners can verify the zoning district, special overlay districts, building setbacks, allowed uses and parking requirements. They will advise you of the upcoming hearing cut-off dates.

Other Contacts:

- **Property Ownership**
Ada County Assessor's Office at 287-7200
- **Right-of-Way Inquiries**
Ada County Highway District (ACHD) at 387-6100
- **Building Code or Structural Issues**
City of Boise Building Division at 608-7070
- **Fire Code**
City of Boise Fire Department at 608-7070

Helpful Links:

- **Planning & Development Services (PDS)**
<http://pds.cityofboise.org/>
- **Boise Maps & GIS (Click on "Property Viewer")**
<http://gis.cityofboise.org/boisemaps/>
- **Applications (Apply Online or Download)**
<http://pds.cityofboise.org/home/documents/>
- **Fees for Applications**
<http://pds.cityofboise.org/home/documents/fees/>

Submittal Procedures

[Boise Municipal Code](#) outlines submittal procedures for the following applications, which are subject to the procedures listed in this document.

- Conditional Use Permit (CUP) or CUP Modification
- Planned Unit Development
- Annexation
- Rezone
- Comprehensive Plan Amendment
- Hillside or Foothills Development
- Boise River System
- General or Special Exception

Pre-Application Meeting with the Planning Team

Pre-application meetings are held Thursday mornings. Call 608-7100 to schedule. This meeting is required and will acquaint staff with your project and provide you an opportunity to ask questions.

At the end of the meeting, you'll receive a completed Pre-Application Conference Form, which is required in your submittal packet. The pre-application meeting must be held one day to six months prior to application submittal.

Please be prepared to provide the following:

- Description of project
- Site plan
- Description of the current and proposed uses

Neighborhood Meeting

This meeting affords the public an opportunity to review the project.

Meeting Requirements

- Notify anyone within 300 feet of the exterior boundary of the property. This includes owners and residents (including across streets and alleys) and the registered neighborhood association representative.
- The meeting must take place not more than six months nor less than five days prior to application submittal.
- Notice may be mailed or hand-delivered. Mailed notices must be post-marked at least seven days prior to the meeting date. Hand-delivery must occur at least five days prior.
- Meetings must occur Monday - Thursday (excluding holidays), start between 6:00-8:00 p.m., and be held on site or within two miles of the site. A sign-in sheet should be provided at the meeting and is required as part of the submitted application.

Sample Neighborhood Meeting Notice

Dear Resident,

Prior to submittal of a development application, Boise City Code requires a meeting between the applicant and neighbors. This is your notice to meet and review (*briefly discuss proposed project here*). This is not a public hearing, and public officials will not be present. If you have questions regarding meeting requirements, please contact the Planning Division at 608-7100.

If you have questions about the development project, please contact: (*Contact person, address, phone number, and email of the applicant or applicant's representative*).

Purpose

To review (*list development proposal info*)

When

Date and time of meeting

Where

Location, address and street directions of meeting location

Project Description

Provide a detailed description of the development proposal. Include an additional page for a site plan or drawings of the project.

If you have questions about the meeting or proposed development project, please contact (*list the contact person, address and phone number of the applicant or applicant's representative*).

Submitting the Application

Applications can be submitted in-person or online: <http://pds.cityofboise.org/pds-online/e-services/eplanreview/>. Verify with the submittal checklist that the application is complete, and the appropriate fee accompanies the application.

The deadline for submitting applications is the last Tuesday of the month at 4:00 p.m. Projects to be heard by the Planning & Zoning Commission will be scheduled for public hearing approximately five weeks following the cut-off date.

Post-Application Procedures

Once the application is accepted by the City of Boise, you will receive a letter detailing the application's case number, the assigned Planning Analyst and their contact information, and the public hearing date. The staff report will be ready for your review one week prior to the hearing date. After your hearing, you will receive a letter informing you of the action that was taken during the hearing.