#201: Subdivision
Application Submittal Requirements

- 1. Completed Application
- 2. Detailed letter of explanation summarizing the project
- 3. Affidavit of Legal Interest (see attached).
  Form must be completed by the legal owner of record.

Subdivision Plat Requirements
(Both Preliminary and Final)

Both preliminary and final plats must show the following:

A. Title (including the following)
   - Proposed Subdivision/Condominium Name
   - County
   - State
   - Section, Township and Range
   - Date

B. Contact Information
   - Name and address of the surveyor who prepared the plat

C. Technical Information (One copy and one 8½” x 11” reduction)
   - Scale (not less than 1” = 100’)
   - North arrow
   - Legend
   - Lot lines with dimensions
   - Proposed Streets
   - Street Name
   - Numbering of lots and blocks
   - Location and size of all common lots or lots to be dedicated for public use
   - Location and size of all existing and proposed easements
   - Boundary of record for proposed subdivision

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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 [PDSOnline | ePay](https://www.cityofboise.org/pds). Applications are not accepted until the fees are paid in full.

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9/2017
D. Certifications and Signatures

- Certification block for the professional land surveyor
- Certification block for the property owner(s)
- Certification and signature block for the County Surveyor
- Signature block for the City Engineer
- Certification and signature block for the City Clerk
- Certification and signature block for the Ada County Highway District
- Certification and signature block for the Central District Health Department
- Certification and signature block for the Ada County Treasurer

Preliminary Plat Only

In addition to the previous list, preliminary plats must also include the following:

A. Technical Information (One copy and one 8½” x 11” reduction)

- Lot dimensions and area
- Location of any intersecting boundary lines
- Names of adjoining subdivisions
- Approximate location of and/or distance to:
  - Existing buildings and structures (including within 100’ of the proposed development)
  - Water bodies or courses (including within 100’ of the proposed development)
  - Curb cuts and/or driveways (including within 100’ of the proposed development)
  - Existing or proposed pathways (including within 100’ of the proposed development)

B. Development Features

- Zoning designation
- Total area of proposed subdivision/condominium
- Proposed phasing plan of development, if proposed

C. Rights-of-Way (Including Across Street and Adjacent Parcels)

- Location, width and grade of all existing and proposed public and private streets
- Location, width and grade of all existing and proposed public and private alleys
- Cross Section of all existing and proposed rights-of-way
- Location and width of all existing and proposed sidewalks
- Existing and proposed street names
D. **Facilities** (indicate the size and location of all)
   - Existing and proposed sanitary sewer mains and laterals
   - Existing and proposed storm sewers
   - Existing and proposed water mains and fire hydrants
   - Existing and proposed culverts, ditches and drainage structures or facilities
   - Method of all runoff for the proposed development
   - Existing and proposed pressure irrigation system and pumps

E. **Topography** (contour lines on the USGS datum)
   - Intervals of not more than five feet for parcels with a general slope of greater than 5%, or
   - Intervals of not more than two feet for parcels with a general slope of less than or equal to 5%
   - Contour lines shall extend a minimum of 100 feet beyond the proposed development boundary

   Note: If contour data is not available as information of record (i.e. ADC or USGS Maps, Boise City Sewer Study Maps, etc.), sufficient information must be provided for evaluation of topography as it controls the design or alignment of parcels, streets and drainage.

F. **Hillside and Foothills** (where applicable)
   - Preliminary grading and drainage plans
   - Preliminary engineering soils report
   - Preliminary engineering geology reports
   - Preliminary hydrology reports
   - Preliminary revegetation report

G. **Floodplain** (where applicable)
   - 100 year floodplain boundary shall be shown on the plat
   - Show finish floor elevation for lots within the Floodplain Boundary
Affidavit of Legal Interest

State of Idaho )
County of Ada ) ss

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: ___________________________________________