Artist Designed Mural
Application Submittal Requirements

- 1. **Completed application**. Depending on location and scale, submit either a Zoning Certificate, Design Review, or Commercial Certificate of Appropriateness application.

- 2. **Detailed letter explaining design intent** and the philosophy of the project.

- 3. **Affidavit of Legal Interest (see attached)**. Form must be completed by the legal owner of record.

- 4. **Detailed Site Plan (One copy and one 8½” x 11” reduction)**: Site plan must show the following:
  
a. Scale (not smaller than 1” = 30” unless otherwise approved)
b. All structures labeled as to existing and/or proposed uses
c. North arrow
d. Property boundary/property lines with dimensions labeled
e. Name of applicant, plan preparer, project name and project address on title block
f. Special features such as pedestrian paths, berms, retaining walls, fencing and lighting
g. Parking and loading areas with stalls, drive aisles and door widths dimensioned
h. Proposed locations and types of lighting
i. Trash storage areas and exterior mechanical equipment, together with proposed screening
j. Sign locations
k. Existing and any proposed landscaping

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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. Building elevations drawn to scale. Elevations shall illustrate the proposed mural’s dimensions and the height above grade, and include building details such as windows, trim, molding, and other architectural elements.

6. Color photographs of the proposed mural location and surrounding area showing building context, labeled.

11. Equipment and Design. If anything other than paint applied directly to the existing exterior of a building, provide material details. Submit drawings of any brackets or paneling, with a full explanation of the installation process.