



Planning & Development Services

Boise City Hall, 2nd Floor
150 N Capitol Boulevard
P.O. Box 500
Boise, Idaho 83701-0500

Phone: 208/608-7100
Fax: 208/384-3867
TDD/TTY: 800/377-3529
Website: www.cityofboise.org/pds

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

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.



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- 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.