



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

#109: Conditional Use Application Submittal Requirements

- 1. **Completed application**
- 2. **Detailed letter of explanation** summarizing the project and the philosophy of the project.
- 3. **Affidavit of Legal Interest (see attached).**
- 4. **Detailed Site Plan** (One copy and one 8½" x 11" reduction, drawn to scale) including the following information:
 - a. Scale (not smaller than 1" = 30" unless 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. Locations and widths of right-of-way, easements, canals, ditches and subdivision lines
 - i. Proposed locations and types of lighting
 - j. Trash storage areas and exterior mechanical equipment, together with proposed screening
 - k. Drainage features with proposed on-site retention
 - l. Hillside developments: existing and proposed grades
 - m. Fire Department access roadway clearly delineated
 - n. Dimensions of usable outdoor and indoor play areas
 - o. Existing/proposed utility service
 - p. Sign locations

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. **Detailed Landscape Plan** (One copy and one 8½" x 11" reduction)
 - a. Scale (the landscape plan should be the same scale as the site plan)
 - b. Type, size and location of all existing and proposed plant materials and other ground covers. The size of plants and at planting and maturity should be included.
 - c. Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered.
 - d. Method of irrigation
 - e. Cross-sections through areas of special features, berms, retaining walls, etc.
 - f. Footprints of all structures
- 6. **Building elevations drawn to scale.** Color photographs may be substituted for rendered elevation drawings when an existing structure is to undergo minor exterior alterations, and the photos depict the design materials/ colors of the new construction.
- 7. **Floor plans** drawn to scale with sizes and types of interior spaces indicated. Show the use and dimensions of each room. If remodeling is proposed, show existing and proposed conditions.
- 8. **Fire Flow Information.** Contact SUEZ at 208-362-7354 regarding adjacent hydrants and volume of water available. Submit [Fire Flow Request Form](#) (allow for 5-7 business days).
- 9. **Color photographs** of the site and surrounding area showing building context, labeled.
- 10. **Neighborhood Meeting Information**
 - Pre-application form
 - Neighborhood radius notice letter
 - List of notified owners, residents and association president, if applicable
 - Sign in sheet from neighborhood meeting



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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: _____