



## PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

# PLANNING & ZONING COMMISSION APPLICATIONS

## 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 development review process.

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)**  
<https://www.cityofboise.org/pds>
- **Boise Maps & GIS Property Viewer**  
<https://www.cityofboise.org/departments/planning-and-development-services/planning-and-zoning/>
- **Development Review Process**  
<https://www.cityofboise.org/devreview>
- **Online & Paper Applications**  
<https://www.cityofboise.org/departments/planning-and-development-services/planning-and-zoning/applications/>
- **Fees for Applications**  
<http://pds.cityofboise.org/home/documents/fees/>
- **Title 11: Development Code**  
<https://citycode.cityofboise.org>
- **Comprehensive Plan: Blueprint Boise**  
<https://www.cityofboise.org/departments/planning-and-development-services/planning-and-zoning/comprehensive-planning/blueprint-boise/>

## Submittal Procedures

The Boise City Development 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 (PUD) or PUD Modification
- Variances
- Annexation and/or Rezone
- Comprehensive Plan Amendment
- Hillside or Foothills Development
- Boise River System Permit
- General or Special Exception

## Pre-Application Meeting with the Planning Team

Pre-application meetings are held Thursday mornings. Call 608-7100 to schedule. **Please provide the following prior to scheduling:**

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

This meeting is required per Boise City Code and must be held **prior** to noticing and holding a neighborhood meeting. It is intended to provide the applicant information about the development review process. If you would like to discuss your project before submittal, contact a planner at 608-7100.

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 is valid for up to six months.

## Neighborhood Meeting Requirements

Applicants must hold a meeting to allow the public to review the proposed project.

- Meetings must be held no more than 6 months or less than 12 days prior to submitting the application.
- Meetings must be held within 2 miles of the project site.
- Meetings must be held Monday through Thursday (excluding holidays), between 6 - 8 p.m.
- A notice must be sent or delivered to occupants and property owners within 300 feet, at a minimum, and to the registered neighborhood association. Variance applications require noticing only adjacent neighbors, including across the streets and alleys.
  - The list of persons within the required radius can be created for you by the City for a small fee. Find the neighborhood meeting list application at: [cityofboise.org/neighborhood-meeting-list](http://cityofboise.org/neighborhood-meeting-list).
  - Template notice letters (shown to the right) can be found at [cityofboise.org/devreview](http://cityofboise.org/devreview).
  - Mailed notices must be postmarked at least 10 days prior to the meeting.
  - Hand-deliveries are only allowed for Variance applications and must occur at least 10 days prior prior to the meeting.
  - Prepare a sign-in sheet for the neighborhood meeting.
- Submit a copy of the notice letter, the list of who the letter was sent, and the sign-in sheet from the neighborhood meeting with your application submittal documents.

## Submitting the Application

Applications can be submitted in-person or online at: <https://www.cityofboise.org/departments/planning-and-development-services/planning-and-zoning/applications/>. Verify with the submittal checklist that the application is complete, and the appropriate fee accompanies the application.

Applications can be received at any time, but there are specific cut-off dates each month in order to be scheduled for a specific month. Find these submittal cut-off dates at: <https://www.cityofboise.org/departments/planning-and-development-services/planning-and-zoning/cut-off-dates-and-public-hearing-schedule/>

## Sample Neighborhood Meeting Notice

MM/DD/YYYY

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 label 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 Boise City Planning & Development Services Department.

### Purpose

To review (*list development proposal info*)

### When

(*Date and time of meeting*)

### Where

(*Location/address of meeting location*)

### Project Description

This project is located at (*include address*), parcel number (*include parcel number*). This proposed project is (*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 on behalf of the proposed development (this should not be City Staff or the PDS Department), address and phone number of the applicant or applicant's representative*).

Please note: To track attendance and certify that a meeting was held, a sign-in sheet will be present at this meeting. The applicant will submit this sign-in sheet with their application, which will then be used to notify you of when the application was submitted.

To provide feedback regarding this meeting, you can submit your comments to [zoninginfo@cityofboise.org](mailto:zoninginfo@cityofboise.org). To learn more about the planning process, please visit: [www.cityofboise.org/devreview](http://www.cityofboise.org/devreview) where you can review information about neighborhood meetings and the planning review process.

Sincerely,

(Signed)