SUBSTANDARD LOT APPLICATIONS

Preliminary Research

Contact a Planner at zoninginfo@cityofboise.org or 208-608-7100 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](https://www.cityofboise.org/pds)

- **Boise Maps & GIS Property Viewer**

- **Development Review Process**
  [https://www.cityofboise.org/devreview](https://www.cityofboise.org/devreview)

- **Online & Paper Applications**

- **Fees for Applications**

- **Title 11: Development Code**
  [https://citycode.cityofboise.org](https://citycode.cityofboise.org)

- **Comprehensive Plan: Blueprint Boise**

Steps for Applying

1. **Neighborhood Meeting**
   This is a **required** meeting to review your project with your neighbors. Specific requirements are on the back of this form.

2. **Submit Application**
   Applications can be submitted in person or online.

3. **Review Period**
   A Planner and a case number will be assigned and a decision made.

4. **Appeal Period**
   There is a 10-day appeal period after a decision is rendered.

Administrative

Requests for three or fewer dwelling units on up to three contiguous substandard original lots of record may be considered under the administrative process. All requests must comply with the Substandard Lot Ordinance of the [Boise Municipal Code](https://www.cityofboise.org/). The application will be reviewed and a decision made within 15 days.

Design Review Committee

Requests for four or more dwelling units and units with front loading garages may be considered by the Design Review Committee. Compliance with the Substandard Lot Ordinance of the [Boise Municipal Code](https://www.cityofboise.org/) is strongly encouraged. All requests for waivers shall be heard by the Design Review Committee.

Applications submitted by the last Monday of the month typically take 4-5 weeks to review and will be heard by the Design Review Committee on the last Monday of the month.
**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.
  - 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.
  - Template notice letters (shown to the right) can be found at cityofboise.org/devreview.
  - Mailed notices must be postmarked at least 10 days 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/