



## 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

# SUBSTANDARD LOT APPLICATIONS

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## Preliminary Research

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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/>

## Steps for Applying

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### 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 (\$210 fee)

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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](#). The application will be reviewed and a decision made within 15 days.

## Design Review Committee (\$530 fee)

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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](#) 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](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.
  - 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)