



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

Foothills and Hillside Application Submittal Requirements

Category I: Application is not required.

Category II: Single lot, Single Family Residential Development.

Category III: Conditional Use Permit, Preliminary Subdivision Plats, Significant Grading Projects.

* Contact Public Works at (208) 608-7150 prior to submittal to determine which category.

** Additional criteria for technical documents may be required during review as determined by City Staff, the City Engineer, or [Hillside Technical Manual](#).

Category II & III Requirements

Documents

- Completed Application.**
- Detailed Letter of Explanation.**
 - a. A summary of the scope, design intent, and the philosophy of the project.
 - b. Discuss any unique site features or unusual circumstances.
 - c. Speak to the approval findings for the requested entitlement per [§11-05-05.2](#).
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- Public Works Hillside Questionnaire.**
- Fire Flow Information Letter.** [Download form](#). Contact Veolia per the instructions on the Fire Flow Request Form regarding adjacent hydrants and volume of water available. Allow 5-7 days to receive the information letter.
- Assured Water Supply** (if applicable). AWS certification letter from Boise Public Works verifying that the Assured Water Supply application has been completed by the applicant and has met all requirements.
- Geotechnical Engineering Report.**
 - a. References to subdivision geotechnical or stormwater reports if available.
 - b. Statement regarding the suitability of the site for the proposed project (if the grading plan is dated later than the geotechnical report, a site suitability letter from the Geotech is required).
 - c. Plan to show the location of all test borings or excavations.
 - d. Boring or test pit logs (minimum of 1 boring or pit per lot).
 - e. If the report is greater than one year old, a statement from the geotechnical engineer providing any addendums or approving continued applicability.
 - f. If the report is stated as prepared for a different owner, a statement from the geotechnical engineer providing permission for us is required.

- Site Photos.** Colored and labeled photographs of the site and surrounding area showing building context.

Drawings

- Detailed Site Plan**, which includes:

- a. Name of applicant, plan preparer, project name, and project address on title block.
- b. Drawing scale and North arrow.
- c. Size of parcel in acres or square footage, property lines, and all required setbacks with dimensions.
- d. All existing and proposed structures labeled with their size and existing and/or proposed uses.
- e. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
- f. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
- g. Pedestrian walkways internal to the site which connect buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way.
- h. Parking and loading areas with stalls and drive aisle shown and any garage door widths dimensioned. Include accessible parking spaces.
- i. Solid waste storage and collection plan with proposed screening method.
- j. Fire department access roadway clearly delineated.
- k. Existing/proposed utility service.
- l. Any cross-access or connections to adjacent properties.
- m. Locations of any signs.

- Detailed Grading Plan**, to include:

- a. Stamp and signature of an Idaho licensed design professional competent to practice in the subject matter.
- b. [Standard Grading and Drainage Sheet Notes](#).
- c. Spot Elevations, to include:
 - i. Top and bottom of wall for all retaining walls.
 - ii. Lot corners.
 - iii. Corners of structures.
 - iv. Edges of pads.
- d. Existing surface contours.
 - i. Slopes less than or equal to 50%, use two-foot contours.
 - ii. Slopes greater than 50%, use ten-foot contours (Category III only).
- e. Foundation and roof drain-pipe networks, outfalls, and details for connections to subdivision systems or daylight locations.
- f. Cut & Fill Information, which includes:
 - i. Estimated cut and fill amounts (cubic yards).
 - ii. Locations or any cuts or fills.



- iii. Specify soils to be used as fill material.
- g. Existing geologic features.

Additional Requirements for Category III:

- Hydrological Engineering Report**, which includes:
 - a. Stamp and signature of an Idaho licensed design professional competent to practice in the subject matter.
 - b. Dialog of pre-development and post-development runoff rates and volumes with supporting documentation.
 - c. A pre- and post-development hydrograph comparing flow rates for the 100-year design storm event.
- Geological Report**, which includes:
 - a. Stamp and signature of an Idaho licensed Geologist.
 - b. Research on any historical site information including previous reports, maps, or other material that may impact the proposed project.
 - c. Field exploration of the proposed project site including any surface features and test pit or boring explorations.
 - d. Recommendations for future geological exploration or evaluation related to the proposed project.
- Channel Flow Analysis**. Stamped and signed by an Idaho licensed design professional.
- Re-vegetation Plan**, which includes:
 - a. Stamp and signature of an Idaho licensed design professional.
 - b. A seed mixture and tackifier density for approval by the City's revegetation specialist.

