



PLANNING AND DEVELOPMENT SERVICES

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

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Conditional Use Permit (CUP) Application Submittal Requirements

Documents

- Completed Application.**
- Detailed Letter of Explanation.**
 - a. A summary of the scope, design intent, and the philosophy of the project.
 - b. Discuss and unique site features or unusual circumstances.
 - c. Speak to the approval findings for the requested entitlement per [§11-05-05.3](#).
 - d. If a new development, will all electric or geothermal (if in the downtown core) be utilized? If not, please describe why not in detail.
 - e. If a residential development, will any affordable units be included? If not, please describe why not in detail.
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- 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.
- 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 Landscape Plan, (site and landscape plan may be combined if all required info is included), which includes:

- a. Scale.
- b. Type, size, and location of all existing and proposed plant materials and other ground covers. Provide size of plants at planting and maturity. Indicate any prominent trees and landscape adjacent to the property.
- c. Note all existing trees on site with species, caliper inch size, and condition. If any trees are proposed to be removed, provide a detailed tree mitigation plan. A tree protection plan is required for all trees to remain. Mitigation and protections plans must be prepared in collaboration with a certified arborist or the Community Forestry Division.
- d. Method of irrigation, irrigation water source, and a clear indication of how all water conservation and xeriscaping standards are being met/utilized.
- e. Details and/or cross-sections for special features, berms, retaining walls, etc.
- f. Footprints of all structures.
- g. Proposed exterior lighting locations and types of lighting.

Mobility Plan, which includes:

- a. Site drawing that highlights the pedestrian and bicycle network and circulation, bicycle parking, bus routes adjacent to the site and a description of the nearest bus stops(s).
- b. Pathways both on- and off-site including connections to the pathways.
- c. Bicycle parking. Note if long- or short-term, number of spaces, bike rack designs, and access to bike parking.
- d. Narrative on Transportation Demand Management plan (if applicable).
- e. Dimensions (widths) for all mobility network infrastructure.

Building Elevations, drawn to scale, which includes:

- a. All proposed external materials and colors.
- b. Percentages of each material used on each façade.
- c. Drawing scale and building height callouts.



Color photographs may be substituted for elevation drawings when an existing structure is to undergo minor exterior alteration and the photos depict the design materials and color of the new construction.

- Floor Plans.** Drawn to scale with labels and dimensions for each room and a calculation of the total gross square footage proposed. If remodeling is proposed show existing and proposed conditions.

Additional Documents

- For Childcare Facilities,** the Site Plan shall also include:
 - a. Childcare pickup area. If the childcare facility is located on an arterial or collector street, an on-site pickup area designated to prevent vehicles from back onto the roadway must be provided. A diagram illustrating how this will be accomplished is required. Backing into an alley is permissible.
 - b. Dimensions of usable outdoor play area at 100 square feet per child.
 - c. Dimensions of usable indoor area at 35 square feet per child.
 - d. Fence material and height, including gate. Indicate if existing or proposed.

