



PLANNING AND DEVELOPMENT SERVICES

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

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Temporary Use Application Submittal Requirements

Documents

- Completed Application.**
- Detailed Letter of Explanation.**
 - a. A summary of the scope, design intent, and the philosophy of the project. Please include intended length of the temporary use, restoration plans for site after termination of temporary use, and any hours of operation (if applicable).
 - b. Discuss the location and layout of the use on site, any unique site features or unusual circumstances, and planned pedestrian or vehicle circulation and access (if applicable).
 - c. Speak to the approval findings for the requested entitlement per [§11-05-05.1](#).
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- 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.

Building Elevations, drawn to scale, which includes:

- a. All proposed external materials and colors shall be compatible with the primary structure.
- b. 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.

