



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

Alternative Sign Program 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. Written narrative and standards for all signs that require a permit including size, quantity, location, materials, and general design. The City encourages alternative sign programs to be simple, to-the-point, and not utilize multiple and unnecessary pages.
 - 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.
- Site Photos.** Colored and labeled photographs of:
 - a. The site and surrounding area showing building context.
 - b. Existing signs to remain with dimensions noted.

Drawings

- 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. Precise sign locations, both proposed and existing, for the entire development and, if applicable, a site plan for each individual site or parcel for which a free-standing sign is proposed.
 - f. Dimensioned parking areas, driveways, and clear-vision triangles.
 - g. Landscaping for all free-standing sign bases. Identify plants by type and size.
- Context Illustration(s).**
 - a. For wall signs, identify the approximate location(s) on each building elevation.
 - b. For free-standing signs, identify the height, width, and sign area.
 - c. Signs must be drawn to-scale and dimensioned.
 - d. If illustration is not colored, a colored rendering must be attached.

Material Sample. For free-standing signs, a material sample and color swatch or chip may be necessary to determine compatibility of signs with the building.

****Note:** Individual Sign Permits are required for each new sign to be installed. Signs shall comply with the conditions of the alternative sign program.

Additional Permits may be required depending on the sign type and location. A certificate of Appropriateness is required if the sign is located within an historic district.

