



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

Subdivision 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 any unique site features or unusual circumstances.
 - c. Speak to the approval findings for the requested entitlement per [§11-05-05.4](#).
- Statement of Legal Interest.** [Download form](#). Form must be completed and signed by the legal owner of record.
- Assured Water Supply.** 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.

**** Note:** To be eligible for a combined preliminary and final subdivision plat application, **all** the following criteria must be met:

1. 10 or fewer total lots.
2. No public or private road extensions or expansions.
3. Not located in the Hillside, Floodplain, or River System areas.

Drawings

Final Plat Requirements

- Title**, including the following:
 - a. Proposed Subdivision/Condominium name.
 - b. County.
 - c. State.
 - d. Section, Township, and Range.
 - e. Date.
- Contact Information**, including the name and address of the surveyor who prepared the plot.
- Technical Information**, including the following:
 - a. Scale (not less than 1" = 100')
 - b. North arrow.
 - c. Legend.
 - d. Lot lines with dimensions.
 - e. Proposed streets.
 - f. Current Streets.
 - g. Numbering of lots and blocks.
 - h. Location and size of all common lots or lots to be dedicated for public use.
 - i. Location and size of all existing and proposed easements.

j. Boundary of record for proposed subdivision.

Certifications and Signatures (*not required for preliminary plat*).

- a. Certification block for the professional land surveyor.
- b. Certification block for the property owners, with notarization.
- c. Verification and signature block for the County Surveyor.
- d. Signature block for the City Engineer.
- e. Certification and signature block for the City Clerk.
- f. Certification and signature block for the Ada County Highway District.
- g. Certification and signature block for the Central District Health Department.
- h. Certification and signature block for the Ada County Treasurer.

Detailed Landscape Plan, 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.

Preliminary Plat Additional Requirements

Technical Information, including the following:

- a. Lot dimensions and area.
- b. Location of any intersecting boundary lines.
- c. Names of adjoining subdivisions.
- d. Approximate location o and/or distance to:
 - i. Existing buildings and structures (within 100' of the proposed development).
 - ii. Water bodies or courses (within 100' of the proposed development).
 - iii. Curb cuts and/or driveways (within 100' of the proposed development).
 - iv. Existing or proposed pathways (within 100' of the proposed development).

Development Features.

- a. Zoning designation.
- b. Total area of proposed subdivision/condominium.
- c. Proposed phasing plan of development.

Rights-of-Way, including Across Street and Adjacent Parcels:



- a. Location, width, and grade of all existing and proposed public and private streets.
- b. Location, width, and grade of all existing and proposed public and private alleys.
- c. Cross section of all existing and proposed rights-of-way.
- d. Location and width of all existing and proposed sidewalks.
- e. Existing and proposed street names.

Facilities. Indicate the size and location of all:

- a. Existing and proposed sanitary sewer mains and laterals.
- b. Existing and proposed storm sewers,
- c. Existing and proposed water mains and fire hydrants.
- d. Existing and proposed culverts, ditches, and drainage structures or facilities.
- e. Method of all runoffs for the proposed development.
- f. Existing and proposed pressure irrigation system and pumps.

Topography.

- a. Intervals of not more than five feet for parcels with a general slope of greater than 5%; OR
- b. Intervals of not more than two feet for parcels with a general slope of less than or equal to 5%.
- c. Contour lines shall extend a minimum of 100-feet beyond the proposed development boundary.

*** Note: If contour data is **not** available as information of record (i.e. ADC or USGS Maps, Boise City Sewer Study, etc.), sufficient information must be provided for evaluation of topography as it controls the design or alignment of parcels, streets, and drainage.*

Hillside and Foothills (if applicable).

- a. Wildfire Safety and Mitigation Plan.
- b. Preliminary grading and drainage plans.
- c. Preliminary engineering soils report.
- d. Preliminary engineering geology report.
- e. Preliminary hydrology report.
- f. Preliminary re-vegetation report.

Floodplain (if applicable).

- a. 100-year floodplain boundary shall be shown on the plat.
- b. Show finish floor elevation for lots within the Floodplain Boundary.

