



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

Final Plat Mylar Application Submittal Requirements

Applicants have two years from the date of the Boise City Council's approval to obtain the City Clerk's and City Engineer's certification on a Final Plat. The City Engineer cannot sign the plat until all conditions of approval and fees have been satisfied. The applicant is responsible for providing documentation in **one submittal** showing all of the following requirements have been completed or bonded for. View bonding requirements [here](#). In order to streamline the review process, we no longer accept each sign off separately. Packets will need to be provided to the assigned planner and Brittany Hill (blhill@cityofboise.org or 208-608-7195). Approvals from outside agencies shall be on agency letterhead.

1. **Action Letter**

- Boise City Council Approval Letter stating hearing date and approval for final plat. (1st page only).

2. **PDF of Final Plat**

3. **Sewer** (Mike Sheppard msheppard@cityofboise.org or 208-608-7504)

- Provide Letter of Acceptance
- Bonded

4. **Pressurized Irrigation** (Mike Sheppard msheppard@cityofboise.org or 208-608-7504)

- Provide Letter of Acceptance
- Provide letter granting a waiver of the pressurized irrigation requirements
- Bonded

5. **Grading & Drainage** (Public Works Engineering hillsidedrainagefloodplain@cityofboise.org or 208-608-7150)

- Provide Grading Permit Number for site work. GRD_____and ACHD Stamped approved plans if applicable
- If not required for project, please provide an email from Public Works stating so
- Provide ESC number associated with the grading permit. ESC_____ (Andy Long ajlong@cityofboise.org or 208-794-8996)



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6. **Street Lights** (Tom Marshall tmarshall@cityofboise.org or 208-608-7526)
 - Provide Letter of Acceptance
 - Bonded
7. **Fire Department** (Mike Bisagno mbisagno@cityofboise.org or 208-570-6500)
 - Provide a "Letter of Satisfaction" stating the access and the first protection requirements are constructed and approved.

OR

 - Provide a recorded "Non-Build Agreement" that states that no building permits shall be applied for until a Letter of Satisfaction is issued by the Boise City Fire Department. This shall also be a note on the Final Plat.
 - If a subdivision is in the Wildland Urban Interface Area, a "Fire Safety Plan" must also be approved by the Fire Department.
8. **Landscaping & Conditions of Approval** (Previously Assigned Subdivision Review Planner)
 - All amenities, landscaping, fencing, curb, gutter, sidewalk, sprinkler system and site-specific conditions of approval shall be installed and instead.
 - Provide a PDF of the most recent Landscape Plan
 - Bonded
 - Date of inspection for completed installation (if not bonding) _____
 - Bonded with ACHD (curb, gutter and sidewalk, please provide Construction Cost Estimate and Receipt
9. **CC&R's** (Previously Assigned Subdivision Review Planner)
 - CC&R's are required if there is common ownership of open space, landscape buffers, micro-paths, common driveways, or ownership and maintenance agreements for private streets and/or drainage facilities.
 - The CC&R's shall be submitted to the Planning Department and will be emailed to the Boise City Attorney and Boise City Public Works for review. Provide the Letter of Acceptance.
10. **Water**
 - Provide a letter from the applicable water district stating the subdivision can be serviced by municipal water.



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11. **School District**

- For residential projects, provide a letter of approval from the applicable school district.

12. **Post Office** (Dan Frasier, Postmaster 208-433-4301)

- Provide a letter approving the location of mail delivery.

THE FOLLOWING SIGNATURES MUST BE ON THE MYLAR WHEN SUBMITTED FOR REVIEW:

1. **Surveyor**

- The Mylar shall be stamped and signed by a licensed land surveyor in the state of Idaho.

2. **Owner(s)**

- The Mylar shall be signed and notarized with the owner(s) signature.

3. **Ada County Highway District (ACHD)**

- The Mylar shall be signed and notarized with the agencies signature.

4. **Central District Health Department**

- The Mylar shall be signed and notarized with the agencies signature.