



## 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

# Temporary Use Application Submittal Requirements

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1. **Completed Application**
2. **Detailed Letter of Explanation** and justification for the proposed project. Please describe the use proposed and the dates of operation.
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Detailed Site Plan** which includes:
  - a. Drawing scale
  - b. All existing and proposed structures labeled with their size and existing and/or proposed uses
  - c. North arrow
  - d. Name of applicant, plan preparer, project name and project address on title block
  - e. Size of parcel (acres or square feet), property lines, and all required setbacks with dimensions
  - f. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
  - g. Show all pedestrian walkways internal to the site which connects buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way and demonstrate that they meet ADA accessibility requirements
  - h. Parking and loading areas with stalls and drive aisles shown and any garage door widths dimensioned. Include required accessible parking spaces
  - i. Solid waste storage and collection plan with proposed screening method.
  - j. Fire Department access roadway clearly delineated.
  - k. Location of any signs.
5. **Color Building Elevations**, drawn to scale which include:
  - a. Labeled materials and colors compatible with the primary structure. Colored photographs may be substituted for colored elevation drawings when an existing



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structure is to undergo minor exterior alteration, and the photos depict the design material/colors of the new construction.

b. Drawing scale and building height callouts.

6. **Floor Plans**, to scale, with sizes and types of interior spaces indicated.
7. **Site Photos**, colored and labeled.