



## 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

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1. **Completed Application**
2. **Detailed Letter of Explanation** and justification for the proposed project which includes:
  - a. 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.
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record. If multiple parcels are included in the program, a completed form is required for each parcel.
4. **Site Plan**, which includes the following:
  - a. Scale
  - b. North arrow.
  - c. Name of applicant, project name and project address on title block.
  - d. Existing and proposed buildings.
  - e. Precise sign locations, both proposed and existing (if any) 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.
5. **Sign Illustration (context)**
  - a. For wall signs, identify the approximate locations 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. Attach a colored rendering (unless the drawing of the sign is colored to represent the actual sign).
6. **Material Sample**, for Free-Standing Signs a material sample and color swatch or chip may be necessary to determine the design compatibility of signs with the building.
7. **Color Photographs**
  - a. Site and Building - Include color photographs of the site that are labeled and show



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building context.

- b. Existing Signs - Include photographs with dimensions of existing signs that will remain.
- c. New Wall Signs - Elevation drawings showing the location of signs may be used.

### **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.