



## 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

# Zoning Map Amendments: Rezone, Planned Unit Development, and Specific Plan – Application Submittal Requirements

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1. **Completed Application**
2. **Detailed Letter of Explanation** and justification for the proposed project. Include the following:
  - 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 any known approval findings for the requested entitlement(s).
  - d. What is the relationship to existing land uses in the area, and are the proposed uses compatible to the surrounding area?
  - e. Adjacent Property Uses and Zone
  - f. Why are you requesting a rezone in the City of Boise?
  - g. What use, building or structure is intended for the property?
  - h. What changes have occurred in the area that justify the request?
  - i. If residential development, will any affordable units be included? If not, please describe why not in detail.
  - j. What Comprehensive Plan land use designation, goals or policies support your request?
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Site Photos**, colored and labeled, of the site and surrounding area showing context.
5. **Copy of Deed** with Meets and Bounds Legal Description
6. **Conceptual Site Plan** (see [example](#)) which includes:
  - a. Drawing scale.
  - b. All existing and proposed structures labeled with their size and existing and/or proposed uses.



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- 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. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
  - g. Usable open space areas with dimensions and total size.
  - h. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
  - i. 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.
  - j. Parking and loading areas with stalls and drive aisles shown and any garage door widths dimensioned. Include required accessible parking spaces.
  - k. Solid waste storage and collection plan with proposed screening method.
  - l. Fire Department access roadway clearly delineated.
  - m. Existing/proposed utility service.
  - n. Any cross access or connections to adjacent properties.
  - o. Location of any signs.
  - p. Future uses, buildings, and structures
7. **Mobility Plan** which includes:
- a. A site drawing that highlights the pedestrian and bicycle network and circulation, bicycle parking, bus routes adjacent to the site and description of the nearest bus stop(s), nearby pathways, etc.
  - b. Pathways, both on-site and off-site including connections to pathways.
  - c. Bicycle Parking. Note long-term and short-term, number of spaces, bike rack designs, and access to bike parking.
  - d. Narrative on Transportation Demand Management plan, if applicable.
  - e. Dimensions (widths) for all mobility network infrastructure should be included.

**Note:** The following information is required by the Boise City Council. Rezone applications will not be accepted without a property description and map meeting the guidelines listed below.



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8. **Land Description.** Attach a description of the actual property which you wish to have rezoned on a separate page. All land descriptions must be certified by a land surveyor registered to the State of Idaho.
  - a. All property description shall be labeled as "Exhibit A".
  - a. The property description shall have a narrative paragraph, which names the section, township range and meridian in which the property is located. The narrative shall also contain a rough description of the property. For example, "An area of land located in the southwest quarter of the northwest quarter of section more particularly described as follows:"
  - b. The commencing point must be a government-surveyed corner, such as a section corner or a quarter corner.
  - c. The commencing point can be the point of beginning if the point is a section or quarter corner.
  - d. All descriptions must have a Point of Beginning.
  - e. Bearings and distances shall continuously define an area boundary with a closure accuracy of at least one part in five thousand.
  - f. The property description shall clearly define where the property is located by calling out known points or courses such as subdivision, lot corners, streets, canals and water courses.
  - g. The all-property description shall state a return to the Point of Beginning.
  - h. The all-property description shall state the number of acres annexed or rezoned to one-hundredth of an acre.
  
9. **Rezone Map**, which includes the following information:
  - a. Section
  - b. Township
  - c. Range
  - d. North arrow
  - e. The proposed zoned



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- f. All maps shall be labeled as "Exhibit B"

**For Planned Unit Development (PUDs) only:** Provide a Development Plan which identifies one of the base zoning districts of the development code as the reference base district for each portion of the PUD. List the standards, variations, and requirements for the development that may diverge from the standards of the base district.