



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

Annexation Application Submittal Requirements

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 annexation into 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.
 - 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



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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. Annexation applications will not be accepted without a property description and map meeting the guidelines listed below.

8. **Land Description.** Attach a description of the actual property which you wish to have annexed 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"



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- b. 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:"
 - c. The commencing point must be a government-surveyed corner, such as a section corner or a quarter corner.
 - d. The commencing point can be the point of beginning if the point is a section or quarter corner.
 - e. All descriptions must have a Point of Beginning.
 - f. Bearings and distances shall continuously define an area boundary with a closure accuracy of at least one part in five thousand.
 - g. For Annexation applications, the property description shall duplicate the metes and bounds of all existing annexations or shall reference the former annexation.
 - h. For Annexation applications, the property description shall not overlap or leave gaps from previous annexations.
 - i. 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.
 - j. The all-property description shall state a return to the Point of Beginning.
 - k. The all-property description shall state the number of acres annexed to one- hundredth of an acre.
9. **Annexation Map**, which includes the following information:
- a. Section
 - b. Township
 - c. Range
 - d. North arrow
 - e. The proposed zoned
 - f. All maps shall be labeled as "Exhibit B"