



Project name:	File #:
Applicant/agent:	

All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Development Review Application	
	Narrative fully describing the proposed request	
	Recorded warranty deed for the subject property	
	Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)	
	Neighborhood meeting sign-in sheet (Applicants are required to hold a neighborhood meeting to provide an opportunity for public review of the proposed project prior to the submittal of an application)	
	Scaled vicinity map showing the location of the subject property (can be obtained from the Planning Division)	
	Dimensioned site plan showing the boundaries of the property, floor plan of house, area intended for accessory use, and parking and yard areas	
	Fee	
	Additional Requirements for Daycare Applications	
	Include the following additional information in the narrative:	
	➤ The total number of children proposed to be cared for during the day	
	➤ Total number of employees	
	Include fencing details on the site plan (location and type of fence)	
	Standards for Daycare Facilities, Statement of Compliance form signed by applicant	
	Additional Requirements for Home Occupation Applications	
	Standards for Home Occupations, Statement of Compliance form signed by applicant	

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL ITEMS ON THE CHECKLIST ARE SUBMITTED.

**STANDARDS FOR DAYCARE FACILITIES
STATEMENT OF COMPLIANCE**

UDC 11-4-3.9: Daycare Facility

- A. General standards for all child daycare and adult care uses, including the classifications of daycare center; daycare, family; and daycare, group:
 - 1. In determining the type of daycare facility, the total number of children at the facility at one time, including the operator's children, is the determining factor.
 - 2. On-site vehicle pickup, parking and turnaround areas shall be provided to ensure safe discharge and pickup of clients.
 - 3. The decision-making body shall specify the maximum number of allowable clients and hours of operation as conditions of approval.
 - 4. In residential districts or uses adjoining an adjacent residence, the hours of operation shall be between 6:00 a.m. to 11:00 p.m. This standard may be modified through approval of a Conditional Use Permit.

- B. Additional standards for daycare facilities that serve children:
 - 1. All outdoor play areas shall be completely enclosed by minimum six-foot (6') non-scalable fence to secure against exit/entry by small children and to screen abutting properties.
 - 2. Outdoor play equipment over six feet (6') high shall not be located in a front yard or within any required yard.
 - 3. Outdoor play areas in residential districts adjacent to an existing residence shall not be used after dusk.

- C. Additional standards for family daycare facilities conducted as home occupations:
 - 1. In no way shall the family daycare cause the premises to differ from its residential character in appearance, lighting, signs, or in the emission of noise, fumes, odor, vibrations, or electrical interference.
 - 2. Off street parking shall be provided as set forth in section 11-3C-6 of this title, in addition to the required off street parking for the dwelling.

Certification:

I have read and understand the above standards for operation of a daycare facility and certify that I will conduct my business in accordance with these standards. If I cannot meet these standards, I am not allowed this accessory use.

Applicant's Signature: _____ Date: _____

**STANDARDS FOR HOME OCCUPATIONS
STATEMENT OF COMPLIANCE**

UDC 11-4-3.21: Home Occupation: The following standards apply to all home occupation uses with the exception that strict adherence to the standards contained in sections 11-4-3.21B, 11-4-3.21C, 11-4-3.21E, and 11-4-3.21F in the TN-C and TN-R Districts is not required:

- A. In no way shall the home occupation cause the premises to differ from its residential character in the appearance, lighting, signs, or in the emission of noise, fumes, odors, vibrations, or electrical interference.
- B. The home occupation shall be conducted entirely in the dwelling, and not more than twenty-five percent (25%) of the gross floor area of said dwelling shall be used for a home occupation or for storing goods associated with the home occupation. Materials may be stored in an attached garage or storage area, provided it shall not reduce the required off-street parking below the standard established for that district.
- C. No activity connected to the home occupation or any storage of goods, materials, or products connected with a home occupation shall be allowed in any detached accessory structure.
- D. (Rep. by Ord. 07-1325, 7-10-2007).
- E. The home occupation shall not have more than two (2) out-going pickups per day from a common carrier.
- F. The home occupation shall be conducted by the inhabitants of the dwelling, and no more than one (1) nonresident employee shall be permitted.
- G. The home occupation shall not serve as a headquarters or main office where employees come to the site and are dispatched to other locations.
- H. No retail sales shall be permitted from the dwelling except the sale of: 1) services or items produced or fabricated on the premises as a result of the home occupation; or 2) products secondarily related to the personal service aspect of the home occupation; or 3) products sold online that are delivered to customers by mail.
- I. Off-street parking shall be provided as Section 11-3C-6 of this Title, in addition to the required off-street parking for the dwelling.
- J. All visits by clients, customers, and/or employees shall occur between the hours of 8:00 a.m. and 8:00 p.m.
- K. The home occupation shall only be allowed as an accessory use to an allowed residential use.

Certification:

I have read and understand the above standards for the operation of a home occupation and certify that I will conduct my business in accordance with these standards. If I cannot meet these standards, I am not allowed this accessory use.

Applicant's Signature: _____ Date: _____

AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO)
)
COUNTY OF ADA)

I, _____, _____
(name) (address)

(city) (state)

being first duly sworn upon, oath, depose and say:

- 1. That I am the record owner of the property described on the attached, and I grant my permission to:

(name) (address)

to submit the accompanying application(s) pertaining to that property.

- 2. I agree to indemnify, defend and hold the City of Meridian and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.
3. I hereby grant permission to City of Meridian staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Dated this _____ day of _____, 20_____

(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

(Notary Public for Idaho)

Residing at: _____

My Commission Expires: _____