



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, including but not limited to the following: <ul style="list-style-type: none"> ➤ Date of original approval ➤ Date the approval will expire ➤ Reason for inability to meet the required timeline ➤ Time period requested for an extension 	
	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)	
	Scaled vicinity map showing the location of the subject property	
	Written confirmation of parcel verification from Community Development. Please email the project name, parcels number(s), and a vicinity map to communitydevelopment@meridiancity.org to obtain confirmation	
	Fee	
	Additional Requirements for Public Hearing Applications	
	Pre-application meeting notes (All applications that require a public hearing are required to conduct a pre-application meeting with the Planning Division)	
	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)	
	Commitment of Property Posting form signed by the applicant/agent	

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

***FIRST TIME EXTENSION REQUESTS ONLY REQUIRE ADMINISTRATIVE REVIEW**

***SECOND and SUBSEQUENT TIME EXTENSION REQUESTS REQUIRE A PUBLIC HEARING BEFORE THE BODY THAT APPROVED THE ORIGINAL REQUEST**

COMMITMENT OF PROPERTY POSTING

Per Unified Development Code (UDC) 11-5A-5D, the applicant for all applications requiring a public hearing (except for a UDC text amendment, a Comprehensive Plan text amendment and/or vacations) shall post the subject property not less than ten (10) days prior to the hearing. The applicant shall post a copy of the public hearing notice of the application(s) on the property under consideration.

The applicant shall submit proof of property posting in the form of a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign(s) were posted. Unless such Certificate is received by the required date, the hearing will be continued.

The sign(s) shall be removed no later than three (3) days after the end of the public hearing for which the sign(s) had been posted.

I am aware of the above requirements and will comply with the posting requirements as stated in UDC 11-5A-5.

Applicant/agent signature

Date

