



Planning Division

 CONDITIONAL USE PERMIT MODIFICATION
 Application Checklist

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	
	Legal description of the subject property (Lot, Block, and Subdivision name if located in a recorded subdivision OR a metes and bounds legal description of the property if not in a subdivision)	
	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)	
	Scaled vicinity map showing the location of the subject property	
	Approved site plan that is proposed to be modified	
	Scaled site plan showing proposed modification(s)	
	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	
For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:		
	(2) Sets of conceptual engineering plans, including pipe sizes and profiles	
	(1) Disk with electronic version of the conceptual engineering plans in a format that complies with the specifications for project Drawings found at: www.meridiancity.org/public_works/autocad_standards/index.asp	
Additional Requirements for Commission Approval		
	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	
	Electronic version of the approved site plan and site plan with proposed modifications in pdf format on a disk with the files named with project name and plan type (i.e. approved site plan, modified site plan)	

The Director may approve or deny specified minor modifications, provided such modifications were not the subject of review during the original public hearing and will not adversely impact adjacent properties (see UDC 11-5B-6G2). All other modifications shall be considered by the Planning and Zoning Commission at a public hearing.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE ITEMS ON THE CHECKLIST ARE SUBMITTED. THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE (NOR WILL A PUBLIC HEARING BE SET) UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.

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