



Planning Division
 ANNEXATION/REZONE ■ Application Checklist

Project name:	File #:
Applicant/agent:	

Application is required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Development Review Application	
	Narrative fully describing the proposed project	
	Legal description of the property to be annexed and/or rezoned <ul style="list-style-type: none"> Include a metes and bounds description commencing at a section corner or quarter corner to the section line (when applicable) or center-line of all adjacent roadways, stamped and signed by a registered professional land surveyor, (please also provide a basis-of –bearing from a section corner to an adjacent quarter-corner to allow for accurate input into our GIS system) Scaled exhibit map showing the boundaries of the legal description in compliance w/ the requirements of the Idaho State Tax Commission Property Tax Administrative Rules IDAPA 35.01.03.225.01.h If requesting more than one zoning designation, include a legal description for each zone along with an overall annexation/rezone boundary description. Also include the boundaries of each different zone on the map <i>*Note: When also submitting a Preliminary Plat application, a separate legal description is required for the boundaries of the plat, excluding property to the section line or center-line as required for annexations/rezone</i>	
	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	
	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	
	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 (Please call the Planning Division to calculate correct fee. Applications with incorrect fees will not be accepted.)	
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	

Note: Only one copy of the above items need be submitted when submitting multiple applications

Additional Requirements for Annexation/Rezone Applications:

Applicant (√)	Description	Staff (√)
	If this application is not accompanied by a plat, conditional use permit, or planned unit development application, submit a conceptual development plan and elevations for the property (also submit an electronic version of the plan(s) in pdf format on a disk with the file named with project name and plan type [i.e. conceptual development plan, elevations]).	

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

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

