



**Planning Division**  
 COMPREHENSIVE PLAN AMENDMENT  
 Application Checklist

Project name:	File #:
Applicant/agent:	

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

Applicant (√)	Requirements for Text and Map Amendments	Staff (√)
	Completed and signed Development Review Application	
	Narrative fully describing the proposed request <ul style="list-style-type: none"> <li>➤ Specific details of the change requested</li> <li>➤ Address how the proposed amendment provides an improved guide to future growth and development of the city</li> <li>➤ Any other data and information that would support this request</li> </ul>	
	Pre-application meeting notes (All applications that require a public hearing are required to conduct a pre-application meeting with the Planning Division.)	
	Fee	
	<b>Additional Requirements for Map Amendments</b>	
	Include the following additional information in the narrative: <ul style="list-style-type: none"> <li>➤ Specific information on any property involved</li> <li>➤ Development intentions for any land involved</li> </ul>	
	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.)	
	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.)	
	Commitment of Property Posting form signed by the applicant/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 <a href="mailto:communitydevelopment@meridiancity.org">communitydevelopment@meridiancity.org</a> to obtain confirmation	
	<b>Additional Requirements for Text Amendments</b>	
	Include the following additional information in the narrative: <ul style="list-style-type: none"> <li>➤ Underline and strikeout changes for text amendments</li> </ul>	

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

***THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.***

***PLEASE NOTE THAT ALL MAP AMENDMENT APPLICATIONS MUST BE COMPLETE AS OF JUNE 15<sup>TH</sup> AND DECEMBER 15<sup>TH</sup>.***



## 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