



**Planning Division**  
 FINAL PLAT ■ 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 project	
	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 (If this is a phased development, show this phase in relation to previously approved phases)	
	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	
	Fee <i>(Please call the Planning Division to calculate correct fee. Applications with incorrect fees will not be accepted)</i>	

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

Additional Requirements for Final Plat Applications:

Applicant (√)	Description	Staff (√)
	Include the following additional information in the project narrative: <ul style="list-style-type: none"> <li>➤ A statement of conformance with the approved preliminary plat and meeting all requirements or conditions thereof. If not in conformance, describe the proposed changes and why they are needed*</li> <li>➤ A statement of conformance with all requirements and provisions of the UDC</li> <li>➤ A statement of conformance with acceptable engineering, architectural and surveying practices and local standards</li> <li>➤ Note the approved annexation/rezone ordinance number and development agreement recorded instrument number (if applicable)</li> </ul>	
	Copy of the approved preliminary plat (8 1/2" x 11")	
	Copy of the "final" Ada County Street Name Evaluation Letter	
	Detail of any proposed amenities (tot lot play equipment, etc.)	
	Storm drainage calculations must be submitted for <u>private</u> drives and parking areas within subdivisions.	
	Applicant's engineer is required to submit a signed, stamped statement certifying that all street finish centerline elevations are set a minimum of three feet above the highest established normal groundwater elevation.	
	Submit cross section (civil plan drawing) of <u>private</u> street to the Planning Division (if applicable).	

	Final Plat—5 copies (in addition to the copies for Public Works as required above), dimensions of 18" x 27" per Idaho Code (folded to 8 ½" x 11" size) <b>The following items must be included on the final plat:</b>	
	<ul style="list-style-type: none"> <li>• Approved plat name</li> </ul>	
	<ul style="list-style-type: none"> <li>• Year of platting</li> </ul>	
	<ul style="list-style-type: none"> <li>• Section location and county (situate statement)</li> </ul>	
	<ul style="list-style-type: none"> <li>• North arrow</li> </ul>	
	<ul style="list-style-type: none"> <li>• Scale of plat (not smaller than 1"=100')</li> </ul>	
	<ul style="list-style-type: none"> <li>• Streets and alleys with widths and bearings</li> </ul>	
	<ul style="list-style-type: none"> <li>• Street names</li> </ul>	
	<ul style="list-style-type: none"> <li>• Consecutive numbering of all lots in each block, and each block numbered</li> </ul>	
	<ul style="list-style-type: none"> <li>• Each and all lengths of the boundaries of each lot including curve and/or line table</li> </ul>	
	<ul style="list-style-type: none"> <li>• Exterior boundaries shown by distance and bearing (heavier lines than streets and lots) including curve and/or line table</li> </ul>	
	<ul style="list-style-type: none"> <li>• Description of survey monuments</li> </ul>	
	<ul style="list-style-type: none"> <li>• Initial point and tie to at least two public land survey corners or, in lieu thereof, to two monuments recognized by the City Engineer or County Engineer or surveyor</li> </ul>	
	<ul style="list-style-type: none"> <li>• Common area lots and/or landscape easements</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing and proposed easements (show graphically on the plat)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Pertinent notes for easements, restrictions, dedications, etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Basis of bearings</li> </ul>	
	<ul style="list-style-type: none"> <li>• Land Surveyor signed seal</li> </ul>	
	<ul style="list-style-type: none"> <li>• Land Surveyor business name and address</li> </ul>	
	<ul style="list-style-type: none"> <li>• Legend of symbols</li> </ul>	
	<ul style="list-style-type: none"> <li>• Adjacent platted subdivision names</li> </ul>	
	Reduction of the final plat (8 ½" x 11")	
	Signature sheet of the final plat (2 copies)	
	Landscape plan – 2 copies (folded to 8 ½" x 11" size) NOTE: Internal (parking lot) landscaping <u>will not</u> be reviewed with the final plat for commercial developments unless a separate CZC application is submitted concurrently. <i>Plan must have a scale no smaller than 1" = 50' (1" = 20' is preferred) and be on a standard drawing sheet, not to exceed 36" x 48" (24" x 36" is preferred). A plan which cannot be drawn in its entirety on a single sheet must be drawn with appropriate match lines on two or more sheets.</i> <b>The following items must be included on the landscape plan:</b>	
	<ul style="list-style-type: none"> <li>• Date, scale, north arrow, and project name</li> </ul>	
	<ul style="list-style-type: none"> <li>• Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Stamp/signature of a landscape architect, landscape designer, or qualified nurseryman preparing the plan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed</li> </ul>	
	<ul style="list-style-type: none"> <li>• A statement of how existing healthy trees proposed to be retained will be protected from damage during construction</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, stormwater detention areas, signs, street furniture, and other man-made elements</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours</li> </ul>	

	<ul style="list-style-type: none"> <li>• Site Triangles as defined in 11-3A-3 of this ordinance</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location and labels for all proposed plants, including trees, shrubs, and groundcovers. Scale shown for plant materials shall reflect approximate mature size</li> </ul>	
	<ul style="list-style-type: none"> <li>• A plant list that shows the plant symbol, quantity, botanical name, common name, minimum planting size and container, tree class (I, II, or III).</li> </ul>	
	<ul style="list-style-type: none"> <li>• Planting and installation details as necessary to ensure conformance with all required standards</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location and drawing/detail of all proposed fencing</li> </ul>	
	<ul style="list-style-type: none"> <li>• Calculations of project components to demonstrate compliance with the requirements of this ordinance, including: <ul style="list-style-type: none"> <li>➤ Width of street buffers, lineal feet of street frontage, and number of street trees</li> <li>➤ Width of parkways, lineal feet and number of street trees</li> <li>➤ Acreage dedicated for qualified open space (include detail of calculations)</li> <li>➤ Number of trees provided on common lot(s)</li> <li>➤ Mitigation for removal of existing trees</li> </ul> </li> </ul>	
	Reduction of the landscape plan (8 ½" x 11")	
	<b>Electronic Submittal</b> (Separate disks required)	
	Submit two (2) hardcopy sets, one electronic version in PDF format and an AutoCAD file in compliance with the Specifications for Project Drawings located at: <a href="http://www.meridiancity.org/public_works/autocad_standards/index.asp">http://www.meridiancity.org/public_works/autocad_standards/index.asp</a> , of final engineering construction drawings for streets, water, sewer, sidewalks, irrigation and other public improvements with copies of the final plat attached. These drawings must be stamped and signed by a registered engineer/surveyor in the State of Idaho.	
	Electronic version of the approved preliminary plat, final plat, and landscape plan in pdf format on a disk with the files named with project name and plan type (i.e. approved preliminary plat, final plat, landscape plan, amenities, etc.). We encourage you to submit at least one color version for presentation purposes	

*If the number of buildable lots has increased or there has been an overall reduction in the amount of open space, the final plat shall be determined not to be in substantial compliance with the preliminary plat. If the Director determines that there is substantial difference in the final plat than that which was approved as a preliminary plat or conditions that have not been met, the Director may require that a new preliminary plat be submitted to the Commission (UDC 11-6B-3C2b).*

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