



Planning Division
DESIGN REVIEW ■ Application Checklist

Project name:	Concurrent File #:
Applicant/agent:	

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

Applicant (√)	Description	Staff (√)
	Completed and signed Development Review Application <i>(If also submitting a concurrent application for Certificate of Zoning Compliance, design review will be processed along with that application. Therefore, a Development Review Application is not necessary in this case; just check the Design Review box on the Development Review Application and submit the information below.)</i>	
	Completed Architectural Standards Compliance Checklist <i>(Indicate compliance with all applicable standards to include Commercial, Traditional Neighborhood or Multi-family Districts, under Non-residential or Residential categories.)</i>	
	Provide in a narrative letter, how the proposal addresses standards contained in the City of Meridian Architectural Standards Manual and the Unified Development Code (UDC): 1. Architectural Character: a. Cohesive Design b. Building Scale c. Building Form d. Architectural Elements e. Materials f. Signs and/or Lighting 2. Parking Lots 3. Pedestrian walkways and facilities	
	A complete set of scaled plans including building elevations, with building materials, colors and textures, mechanical equipment, and site plans with landscaping.	
	Reductions of the elevations (8 1/2" x 11") or electronic copies in PDF format	
	Fee	

All requests for design review approval must meet the procedures set forth in UDC 11-5 and the criteria set forth in the "City of Meridian Architectural Standards Manual", as applicable.

APPLICATIONS WILL NOT BE ACCEPTED, OR MAY BE RETURNED, IF ALL APPLICABLE ITEMS ON THE CHECKLIST ARE NOT SUBMITTED.