



Planning Division

FINAL PLAT 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 change and the reason thereof	
	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 final plat and landscape plan (if applicable) that is proposed to be modified	
	Final plat and landscape plan (if applicable) showing proposed modifications	
	Electronic version of the approved final plat and landscape plan (if applicable) in pdf format on a disk with the files named with project name and plan type (i.e. final plat, landscape plan, amenities, etc.)	
	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	

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

