

How to Submit an Easement

Welcome to Citizen Access! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.



Citizen Access



- Login into your existing account or Register for an Account
- New Users, once registered, check your email to activate your account



Apply for Request

- Click Easement Tab
- Click Submit an Easement
- Enter all required information



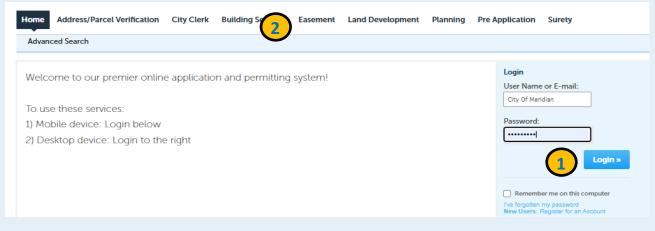
https://citizenportal.meridiancity.org/ CitizenAccess/Default.aspx

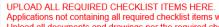
Add Attachments

- Click Add
- Attached all required information for Request
- Click Continue
- Enter a description of each attachment
- Click Save
- Click Continue Application



Notification





Applications not containing all required checklist items will be deemed incomplete. Incomplete applications will NOT be processed. Upload all documents and drawings per the required checklist, as a single zip file with individual PDFs. Each checklist item must be named according to the naming convention on the applicable checklist.

Action

A copy of the application checklist can be obtained at https://meridiancity.org/planning/files/Surety.pdf.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; is; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vxd; wsc; wsf; wsh are disallowed file types to upload Latest Update



- Once verified and approved you will receive an email from noreply@meridiancity.org
- You can find a copy of your recorded easement here: https://weblink.meridiancity.org/ WebLink/browse.aspx

Attachment