How to Request an Easement

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

(1) Citizen Access

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

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

| Home | Address/Parcel Verification | City Clerk | Building S... | **(2)** Easement | Land Development | Planning | Pre Application | Surety |

Advanced Search

Welcome to our premier online application and permitting system!

To use these services:
1) Mobile device: Login below
2) Desktop device: Login to the right

Login

User Name or E-mail:

City Of Meridian

Password:

••••••••

(1) Login »

☐ Remember me on this computer

I've forgotten my password
New Users: Register for an Account

(2) Apply for Request

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

(3) Add Attachments

- Click Add
- Upload all required checklist items in a **single PDF** with attachments in the following order (The checklist is to assist customers with requirements only. Do NOT upload this checklist with your submittal):

Easement Submission Forms

Exhibit A

Exhibit B

- Click Continue
- Enter a description of each of Attachment (name should match the associated project name (Example: Subdivision #1 Water and Sewer easement)
- Click Save
- Click Continue Application

(3)

Attachment

UPLOAD ALL REQUIRED CHECKLIST ITEMS HERE.
Applications not containing all required checklist items will be deemed incomplete. Incomplete applications will NOT be processed.

A copy of the application checklist can be obtained here.
Upload all required checklist items in a single PDF with attachments in the following order (The checklist is to assist customers with requirements only. Do NOT upload this checklist with your submittal):
Easement Submission Forms
Exhibit A
Exhibit B

The maximum file size allowed is 1024 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account **Upload From Computer**

(4) Notification

- 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/**

Community Development: 33 E. Broadway Ave., Suite 102, Meridian ID 83642