



ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH [CITIZEN ACCESS PORTAL](#)

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 LISTED BELOW

APPLICATIONS NOT CONTAINING ALL REQUIRED CHECKLIST ITEMS WILL BE DEEMED INCOMPLETE. *INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*

Description	Document Naming Convention
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (<i>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.</i>)	Affidavit of Legal Interest
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>)	ASM Checklist
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	Narrative
A complete set of scaled plans including building elevations, with building materials, colors and textures, mechanical equipment, and site plans with landscaping.	Elevations