### Project name:

### Applicant/agent:

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

<table>
<thead>
<tr>
<th>Applicant (✓)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed and signed Development Review Application</td>
</tr>
<tr>
<td></td>
<td>Narrative fully describing the proposed use of the property, including the following:</td>
</tr>
<tr>
<td></td>
<td>Information on any previous approvals or requirements for the requested use (i.e., applicable conditions of approval or Development Agreement)</td>
</tr>
<tr>
<td></td>
<td>Recorded warranty deed for the subject property</td>
</tr>
<tr>
<td></td>
<td>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)</td>
</tr>
<tr>
<td></td>
<td>Scaled vicinity map showing the location of the subject property</td>
</tr>
<tr>
<td></td>
<td>Stamped site plan from Republic Services approving the details and location of the trash enclosure and access drive. Contact Bob Olson at R <a href="mailto:Olson@republicservices.com">Olson@republicservices.com</a> or by phone 208-319-2611</td>
</tr>
<tr>
<td></td>
<td>Civil Site/Dimension Plan – 1 full size copy (folded to 8 ½” x 11” size)</td>
</tr>
<tr>
<td></td>
<td>A photometric test report for any light fixture(s) with a maximum output of 1,800 lumens or more (see UDC 11-3A-11)</td>
</tr>
<tr>
<td></td>
<td>Copy of the recorded plat the property lies within (8 ½” x 11”)</td>
</tr>
<tr>
<td></td>
<td>Copy of address verification letter from Development Services. See attached request form</td>
</tr>
<tr>
<td></td>
<td>Site Plan—*1 copy (folded to 8 ½” x 11” size)</td>
</tr>
<tr>
<td></td>
<td>Plan must have a scale no smaller than 1” = 50’ (1” = 20’ is preferred) and be on a standard drawing sheet, not to exceed 36” x 48” (24” x 36” is preferred). A plan which cannot be drawn in its entirety on a single sheet must be drawn with appropriate match lines on two or more sheets</td>
</tr>
<tr>
<td></td>
<td>The following items must be shown on the site plan:</td>
</tr>
<tr>
<td></td>
<td>Date, scale, dimensions, north arrow, and project name (scale not less than 1”=50’)</td>
</tr>
<tr>
<td></td>
<td>Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan</td>
</tr>
<tr>
<td></td>
<td>Parking stalls and drive aisles</td>
</tr>
<tr>
<td></td>
<td>Location and detail of bicycle parking facilities</td>
</tr>
<tr>
<td></td>
<td>Trash and/or recycling enclosure(s) location</td>
</tr>
<tr>
<td></td>
<td>Detail of trash and/or recycling enclosure (must be screened on 3 sides)</td>
</tr>
<tr>
<td></td>
<td>Location and specifications for underground irrigation (Pressurized irrigation can only be waived if you prove no water rights exist to subject property)</td>
</tr>
<tr>
<td></td>
<td>Sidewalks or pathways (proposed and existing)</td>
</tr>
<tr>
<td></td>
<td>Location of proposed building on lot (include dimensions to property lines)</td>
</tr>
<tr>
<td></td>
<td>Fencing (proposed and existing)</td>
</tr>
<tr>
<td></td>
<td>Calculations table including the following:</td>
</tr>
<tr>
<td></td>
<td>Number of parking stalls required and provided (specify handicap and compact stalls)</td>
</tr>
<tr>
<td></td>
<td>Number of bicycle stalls required and provided</td>
</tr>
<tr>
<td></td>
<td>Building size (sq. ft.)</td>
</tr>
<tr>
<td></td>
<td>Lot size (sq. ft.)</td>
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<tr>
<td></td>
<td>Setbacks</td>
</tr>
<tr>
<td></td>
<td>Easement locations</td>
</tr>
<tr>
<td></td>
<td>Reduction of the site plan (8 ½” x 11”)</td>
</tr>
<tr>
<td></td>
<td>Landscape Plan – *1 copy (folded to 8 ½” x 11” size)</td>
</tr>
</tbody>
</table>
|              | Plan must have a scale no smaller than 1” = 50’ (1” = 20’ is preferred) and be on a standard
drawing sheet, not to exceed 36” x 48” (24” x 36” is preferred). A plan which cannot be drawn in its entirety on a single sheet must be drawn with appropriate match lines on two or more sheets.

The following items must be included on the landscape plan:

- Date, scale, dimensions, north arrow, and project name
- Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan
- Stamp/signature of a landscape architect, landscape designer, or qualified nurseryman preparing the plan
- Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings
- Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed
- A statement of how existing healthy trees proposed to be retained will be protected from damage during construction
- Existing and/or structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, fire hydrants, stormwater detention areas, signs, street furniture, and other man-made elements
- Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours
- Sight Triangles as defined in 11-3A-3 of this ordinance
- Location and labels for all proposed plants, including trees, shrubs, and groundcovers (trees must not be planted in City water or sewer easements or within five feet of fire hydrants). Scale shown for plant materials shall reflect approximate mature size
- A plant list that shows the plant symbol, quantity, botanical name, common name, minimum planting size and container, tree class (I, II, or III), and comments (for spacing, staking, and installation as appropriate)
- Calculations of project components to demonstrate compliance with the requirements of this ordinance, including:
  - Width of street buffers, lineal feet of street frontage, and number of street trees
  - Residential subdivision trees
  - Acreage and percentage dedicated for common open space
  - Acreage and percentage dedicated for qualified open space
  - Number of trees provided on common lot(s)
  - Mitigation for removal of existing trees
- Planting and installation details as necessary to ensure conformance with all required standards
- Design drawing(s) of all fencing proposed for screening purposes. Include height and material

Reduction of the landscape plan (8 ½” x 11”)

Building elevations showing construction materials – *1 copy (folded to 8 ½” x 11” size)

Reduction of the elevations (8 ½” x 11”)

Electronic version of the site plan, landscape plan, and building elevations in pdf format submitted on a disk with the files named with project name and plan type (i.e. site plan, landscape plan, elevations, etc.). We encourage you to submit at least one color version

If applying for approval of a public school, provide additional information as required by the Public School Facility supplemental checklist per §67-6519

Fee (If this project had prior approval on a site plan, reduced fees may apply)

For applications requiring a change of use or new construction we recommend you contact Mindy Wallace at the Ada County Highway District at planningreview@achd.idaho.org or (208) 387-6178 to determine any fees or requirements

For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:

(2) Sets of conceptual engineering plans including pipe sizes and profiles, in a format that complies with the specifications for project Drawings found at:
STATE OF IDAHO  )
COUNTY OF ADA  )

I, __________________________________________, __________________________
________________________, __________________________
________________________, __________________________
being first duly sworn upon, oath, depose and say:

1. That I am the record owner of the property described on the attached, and I grant my
permission to:

________________________________________, __________________________

(name) (address)

to submit the accompanying application(s) pertaining to that property.

2. I agree to indemnify, defend and hold the City of Meridian and its employees harmless
from any claim or liability resulting from any dispute as to the statements contained
herein or as to the ownership of the property which is the subject of the application.

3. I hereby grant permission to City of Meridian staff to enter the subject property for the
purpose of site inspections related to processing said application(s).

Dated this ________ day of __________________________, 20________

________________________________________
(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

________________________________________
(Notary Public for Idaho)

Residing at: __________________________

My Commission Expires: __________________________
Meridian Development Services
Address Verification Request

Requestor

Name _______________________________________________ Phone __________
Address ______________________________________________
Email ______________________________________________

Please check the appropriate box below and submit the required information to communitydevelopment@meridiancity.org. Please allow one business day for reply.

☐ Commercial Project

Required Information:

Project Name _____________________________________________
Address (if known) __________________________________________
Lot _______ Block _______ Subdivision __________________________

Site Plan - Include adjacent street name(s)

Detailed Floor Plan to include:
• Entrances – Designate “main entrance” if occupying more than one space
• Proposed number of tenants and spaces – Define clearly on plan

☐ CO/Tenant Improvement Project

Required Information:

Project Name _____________________________________________
Address (including suite number) _______________________________
Lot _______ Block _______ Subdivision __________________________

Detailed Floor Plan to include:
• Entrances – Designate “main entrance” if occupying more than one space
• Proposed number of tenants and spaces – Define clearly on plan

☐ Sign Permit Application

Required Information:

Project Name _____________________________________________
Building Permit#
Address (including suite number) ______________________________
Lot _______ Block _______ Subdivision __________________________