Planning Division
COMPREHENSIVE PLAN AMENDMENT
Application Checklist

<table>
<thead>
<tr>
<th>Project name:</th>
<th>File #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant/agent:</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Applicant (✓)</th>
<th>Requirements for Text and Map Amendments</th>
<th>Staff (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed and signed Development Review Application</td>
<td></td>
<td></td>
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<tr>
<td>Narrative fully describing the proposed request</td>
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<tr>
<td>➢ Specific details of the change requested</td>
<td></td>
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<tr>
<td>➢ Address how the proposed amendment provides an improved guide to future growth and development of the city</td>
<td></td>
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<tr>
<td>➢ Any other data and information that would support this request</td>
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<tr>
<td>Pre-application meeting notes (All applications that require a public hearing are required to conduct a pre-application meeting with the Planning Division.)</td>
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<td></td>
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<tr>
<td>Fee</td>
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</table>

Additional Requirements for Map Amendments

- Include the following additional information in the narrative:
  ➢ Specific information on any property involved
  ➢ Development intentions for any land involved
- Neighborhood meeting sign-in sheet (Applicants are required to hold a neighborhood meeting to provide an opportunity for public review of the proposed project prior to the submittal of an application.)
- 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.)
- Commitment of Property Posting form signed by the applicant/agent
- Scaled vicinity map showing the location of the subject property
- Address/Parcel Verification Request must be submitted via the following URL: [https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx](https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx) Once verified, insert the Address Verification Record ID (LDAV #) here

Additional Requirements for Text Amendments

- Include the following additional information in the narrative:
  ➢ Underline and strikeout changes for text amendments

Note: Only one copy of the above items need be submitted when submitting multiple applications.

**THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.**

**PLEASE NOTE THAT ALL MAP AMENDMENT APPLICATIONS MUST BE COMPLETE AS OF JUNE 15TH AND DECEMBER 15TH.**
AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO )
               )
COUNTY OF ADA )

I, ____________________________________________, ______________________________
   (name)                                      (address)
   ____________________________________________, ______________________________
   (city)                                      (state)

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: ________________________________
COMMITMENT OF PROPERTY POSTING

Per Unified Development Code (UDC) 11-5A-5D, the applicant for all applications requiring a public hearing (except for a UDC text amendment, a Comprehensive Plan text amendment and/or vacations) shall post the subject property not less than ten (10) days prior to the hearing. The applicant shall post a copy of the public hearing notice of the application(s) on the property under consideration.

The applicant shall submit proof of property posting in the form of a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign(s) were posted. Unless such Certificate is received by the required date, the hearing will be continued.

The sign(s) shall be removed no later than three (3) days after the end of the public hearing for which the sign(s) had been posted.

I am aware of the above requirements and will comply with the posting requirements as stated in UDC 11-5A-5.

__________________________________________  __________________________
Applicant/agent signature                      Date