**CONDITIONAL USE PERMIT Application Checklist**

**Community Development**

**Planning Division**

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### Project name:  

### File #:  

**Applicant/agent:**

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

<table>
<thead>
<tr>
<th>Applicant (✓)</th>
<th>Description</th>
<th>Staff (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed and signed Development Review Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Narrative fully describing the proposed project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal description of the subject property (Lot, Block, and Subdivision name if located in a recorded subdivision OR a metes and bounds legal description of the property if not in a subdivision)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recorded warranty deed for the subject property</td>
<td></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>
<td></td>
</tr>
<tr>
<td></td>
<td>Written confirmation that a traffic impact study or change of use is not required, or has been accepted for review by ACHD. Please email Mindy Wallace at <a href="mailto:planningreview@achdidaho.org">planningreview@achdidaho.org</a> or call 387-6178 for more information.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scaled vicinity map showing the location of the subject property</td>
<td></td>
</tr>
<tr>
<td></td>
<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>
<td></td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commitment of Property Posting form signed by the applicant/agent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Written confirmation of parcel verification from Community Development. Please email the project name, parcels number(s), and a vicinity map to <a href="mailto:communitydevelopment@meridiancity.org">communitydevelopment@meridiancity.org</a> to obtain confirmation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fee</td>
<td></td>
</tr>
</tbody>
</table>

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

### Additional requirements for Conditional Use Permit applications:

<table>
<thead>
<tr>
<th>Applicant (✓)</th>
<th>Description</th>
<th>Staff (✓)</th>
</tr>
</thead>
</table>
|               | Site Plan—*1 copy (folded to 8 ½” x 11” size)  
**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 sheet.**  
The following items must be included on the site plan: |           |
|               | • Date, scale, north arrow, and proposed project name |           |
|               | • Dimensions |           |
|               | • Name, address and phone number of owner(s), applicant, and engineer, surveyor or planner who prepared the site plan |           |
|               | • Existing boundaries, property lines, and dimensions of the lot |           |
|               | • Relationship to adjacent properties, streets, and private lanes |           |
|               | • Easements and right-of-way lines on or adjacent to the lot |           |
|               | • Existing and proposed zoning of the lot, and the zoning and land use of all adjacent properties |           |
|               | • Building location(s) |           |
|               | • Parking, bicycle parking facilities, and loading areas |           |
|               | • Traffic access drives |           |
- Open/common spaces
- Refuse and service areas
- Utilities plan, including the following:
  - Sewer, water, irrigation, and storm drainage (existing and proposed)
  - Calculations table including the following:
    - Number of parking stalls required and provided (specify handicap and compact stalls)
    - Number of bicycle stalls required and provided
    - Building size (sq. ft.)
    - Lot size (sq. ft.)
    - Setbacks
    - Easement locations
- Reduction of the site plan (8 ½” x 11”)
- Landscape plan – #1 copy (folded to 8 ½” x 11” size)
  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, north arrow, and project name
  - Dimensions
  - Names, addresses, and telephone numbers of the developer and the person and/or firm 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 buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, 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.
  - Proposed landscaping with tree locations only
  - Proposed screening structures
  - Calculations of project components to demonstrate compliance with the requirements of this ordinance, including:
    - Number of street trees and lineal feet of street frontage
    - Width of street buffers (exclusive of right-of-way)
    - Width of parking lot perimeter landscape strip
    - Buffer width between different land uses
    - Number of parking stalls and percent of parking area with internal landscaping
    - Total number of trees and tree species mix
    - Mitigation for removal of existing trees, including number of caliper inches being removed
- Reduction of the landscape plan (8 ½” x 11”)
- Building elevations showing construction materials
- 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 for
If applying for approval of a public school, provide additional information as required by the Public School Facility supplemental checklist per §67-6519.

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: [www.meridiancity.org/public_works/autocad_standards/index.asp](http://www.meridiancity.org/public_works/autocad_standards/index.asp)
- (1) Disk with electronic version of the conceptual engineering plans in the format specified above

Director may require additional information concerning the social, economic, fiscal or environmental effects of the proposed conditional use. Once an application is accepted, staff will contact you to let you know how many additional sets of plans are required. All plans are required to be folded to 8 ½” x 11” size.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE ITEMS ON THE CHECKLIST ARE SUBMITTED. THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE (NOR WILL A PUBLIC HEARING BE SET) UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.
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
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: ______________________