

Welcome

First-Time Customers

This handout is designed for first-time customers looking to open a new business in an existing tenant space, develop a piece of property, construct a new building, improve an existing structure, or seek to establish a new non-residential use. Hopefully this handout will answer some of your questions and put you at ease regarding the development processes.

1. Begin with a positive start

Staff is dedicated in helping you as best we can. If at any time you are unsure of how the process works do not hesitate to contact us with your questions.

2. Getting what you want

Please keep in mind that you may not be able to do EXACTLY what you have intended. We know this can be frustrating, but we will get you as close as possible working within City codes and policies. If you help us to understand your needs, we can be pretty creative with brainstorm-ing workable solutions.

3. Why is my "use" so important?

Throughout this process you will find yourself working with three different organizations: the City of Meridian Planning Department, the City of Meridian Building Services Division, and the Ada County Highway District. Each of us will determine what "use" it is that you are proposing. In all likelihood, we will all refer to your project as a different "use", and this is why:

- a. **Planning Department.** The Planning Department will determine your "land use" based on the City's Zoning Ordinance. You will be grouped with other uses that have similar impacts to surrounding uses and to the larger public in general. For example, a small engineering office has different impacts to surrounding properties than a bar or coffee shop. The purpose is to determine what type of application you will need to proceed through the process.
- b. **Building Services Division.** Please ask about obtaining the legally required, Certificate of Occupancy which must be issued in your business name prior to use or occupancy. This signifies final completion of basic life safety inspections. A "Certificate of Occupancy" is required before moving in and operating any business in the City of Meridian. This applies to any new business that intends to occupy an existing tenant space regardless of whether new construction is proposed or not.



Contact Information

Planning Division

- » The first floor of City Hall at 33 E. Broadway Ave. Suite 102, Meridian, Idaho 83642
- » Bill Parsons
- » Phone | 208.884-5533
- » bparsons@meridiacity.org

Building Division

- » The first floor of City Hall at 33 E. Broadway Ave. Suite 102, Meridian, Idaho 83642
- » Sam Zahorka
- » Phone | 208.888-2211
- » szahorka@meridiacity.org

Ada County Highway District

- » The first floor of City Hall at 33 E. Broadway Ave. Suite 102, Meridian, Idaho 83642
- » Christy Little
- » Phone | 208.387-6100
- » clittle@achdidaho.org



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- c. **Ada County Highway District.** The Ada County Highway District (ACHD) will determine your "use" based on the trip generation manual. You will be grouped with other uses that generate similar amounts of traffic. For example, a drive through restaurant typically generates more traffic than a sit-down restaurant of the same size. The purpose is to determine what impact fees you will need to pay. ACHD may also require additional improvements to the roadway system adjacent your site (e.g.-sidewalk), and will determine property access. Intends to occupy an existing tenant space regardless of whether new construction is proposed or not.

4. How do I start?

It is important that you understand what each organization will generally require before you begin. We want you to be successful in this process, so we recommend you call or visit each organization and find out the following information:

- a. Planning Department

- » What approval do I need? _____
- » How much will it cost? _____
- » How much time will it take? _____

- b. Building Services Division

- » What approval do I need? _____
- » Who might need to hire? _____
- » How much will it cost? _____
- » How much time will it take? _____

- c. Ada County Highway District

- » What approval do I need? _____
- » What improvements am I required to construct? _____
- » Where will property access be located? _____
- » How much will impact fees cost? _____
- » How much time will it take? _____

5. Where do I start?

Most of the time you will need to start with the Planning Department they will help you get organized for the next steps in the Process