# PRELIMINARY PLAT Application Checklist

**Planning Division**

### Pre-application Overview

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>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 (Please call Planning Division to calculate correct fee. Applications with incorrect fees will not be accepted)</td>
<td></td>
</tr>
</tbody>
</table>

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

### Additional Requirements for Preliminary Plat Applications:

<table>
<thead>
<tr>
<th>Applicant (✓)</th>
<th>Description</th>
<th>Staff (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Include the following additional information in the project narrative:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Address whether or not a variance will be requested with respect to any provision of the ordinance describing the particular provision, the variance requested, and the reason thereof</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Development features and/or commitments by the applicant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Description of any covenant or deed restrictions that support the proposed development. (e.g., larger rear setback to buffer adjoining properties, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of the proposed subdivision name from the Ada County Surveyor’s office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preliminary Plat—<em>1 copy (folded to 8 ½” x 11” size)</em></td>
<td></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 preliminary plat:*

- Proposed subdivision name (Do not use numbers in preliminary plat names.)
- Drafting date
- Section location and county (situate statement)
- North arrow
- Scale (not less than 1"=100')
- Name, address and phone number of owner(s), applicant, and engineer, surveyor or planner who prepared the preliminary plat
- Proposed site(s) for parks, playgrounds, schools, churches or other public uses
- Proposed common area lots and/or landscape easements
- Streets, street names, rights-of-way and roadway widths, including adjoining streets or roadways (details on plan)
- Proposed and existing lot lines and blocks showing scaled dimensions and numbers of each
- Legend of symbols
- Minimum residential house size (for R-2 and R-4 zones only)
- Contour lines shown at 5' intervals where land slope is greater than 10% and at 2' intervals where land slope is 10% or less, referenced to an established benchmark, including location and elevation
- Any dedications to the public and easements together with a statement of location, dimensions and purposes of such
- Floodplain boundary as determined by FEMA or measures to amend this boundary
- Stub streets to provide access to adjacent undeveloped land or existing roadways
- Block faces not more than seven hundred fifty feet (750') in length for residential districts, and five hundred feet (500') in the TN-C and TN-R districts, without an intersecting, street or alley, except as allowed in UDC 11-6C-3F.3
- Cul-de-sac lengths not in excess of 450'

Reduction of the preliminary plat (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
- 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-5 of this ordinance
- Proposed landscaping
- Proposed screening structures
- 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 dedicated for common open space
- Number of trees provided on common lot(s)
- Mitigation for removal of existing trees

Submit an electronic version of an open space exhibit that demonstrates compliance with the qualified open space requirements specified in UDC 11-3G-3B

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

Site report of the highest seasonal groundwater elevation prepared by a registered soils scientist

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 planningreview@achdidaho.org or call 387-617 for more information

Conceptual elevations of proposed structures, including building materials

**Electronic Submittal (Separate disks required)**

<table>
<thead>
<tr>
<th>Disk with electronic version of the conceptual engineering plans in PDF format and an AutoCAD file format that complies with the Specifications for Project Drawings found at: <a href="http://www.meridiancity.org/public_works/autocad_standards/index.asp">http://www.meridiancity.org/public_works/autocad_standards/index.asp</a></th>
</tr>
</thead>
</table>

| Electronic version of the preliminary plat and landscape plan in pdf format submitted on a disk with the files named with project name and plan type (i.e. preliminary plat, landscape plan, etc.). We encourage you to also submit at least one color version for presentation purposes |

Supplementary information at the discretion of the Director or City Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, cemetery, manufactured home parks, and/or hazardous or unique areas of development.

*Once an application is accepted, staff will contact you to let you know how many additional copies of plans are required. All plans are required to be folded to 8 ½” x 11” size.*

**APPLICATION 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.**
COMMİTTMENT 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: ___________________________