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>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Requirements for all Short Plat Applications</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Narrative fully describing the proposed project including the following:</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Completed and signed Development Review Application</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>Approval of the proposed subdivision name from the Ada County Surveyor’s office</td>
<td>✓</td>
</tr>
<tr>
<td>✓</td>
<td>Plat - 4 copies in final plat format (folded to 8 ½” x 11” size) (dimensions of 18” x 27” per Idaho Code)</td>
<td>✓</td>
</tr>
</tbody>
</table>

**The following items must be included on the plat:**

- Approved plat name
- Year of platting
- Section location and county (situate statement)
- North arrow
- Scale of plat (not smaller than 1”=100’)
- Streets and alleys with widths and bearings
- Street names
- Consecutive numbering of all lots in each block, and each block numbered
- Each and all lengths of the boundaries of each lot including curve and/or line table
- Exterior boundaries shown by distance and bearing (heavier lines than streets and lots) including curve and/or line table
- Description of survey monuments
- Initial point and tie to at least two public land survey corners or, in lieu thereof, to two monuments recognized by the City Engineer or County Engineer or surveyor
- Existing and proposed easements (show graphically on the plat)
- Pertinent notes for easements, restrictions, dedications, etc.
- Basis of bearings
- Land Surveyor signed seal
- Land Surveyor business name and address
- Legend of symbols
- Adjacent platted subdivision names
Reduction of the plat (8 ½” x 11”)

Signature sheet of the plat (2 copies)

Written confirmation of parcel verification from Community Development. Please email the project name, parcels number(s), and a vicinity map to communitydevelopment@meridiancity.org to obtain confirmation

Fee

<table>
<thead>
<tr>
<th>Applicant (✓)</th>
<th>Description</th>
<th>Staff (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Additional Requirements for Short Plat (Not required for Condominium Plat)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pre-application meeting notes (A pre-application meeting is required to be held with the Planning Department prior to application submittal)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meridian Fire Department approval of plat (stamped copy of plat or letter of approval)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applicant’s engineer is required to submit a signed, stamped statement certifying that all street finish centerline elevations are set a minimum of three feet above the highest established normal groundwater elevation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Landscape plan – 4 copies (folded to 8 ½” x 11” size)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>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.</em></td>
<td></td>
</tr>
</tbody>
</table>

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
- 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 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
- Location and labels for all proposed plants, including trees, shrubs, and groundcovers. 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)
- Planting and installation details as necessary to ensure conformance with all required standards
- Location and drawing/detail of all proposed fencing
- 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
  - Width of parkways, lineal feet and number of trees
  - Acreage dedicated for common open space
  - Number of trees provided on common lot(s)
- Mitigation for removal of existing trees
- Reduction of the landscape plan (8 ½” x 11”)

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

<table>
<thead>
<tr>
<th>Submission Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit an electronic version in PDF format, of final engineering construction drawings for streets, water, sewer, sidewalks, irrigation and other public improvements with copies of the final plat attached. These drawings must be stamped and signed by a registered engineer/surveyor in the State of Idaho</td>
</tr>
<tr>
<td>One (1) disk with electronic version of the final engineering plans in a 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></td>
</tr>
</tbody>
</table>

Only subdivision applications for property within an industrial, commercial, TN-C or O-T district which meet the requirements set forth in UDC 11-6B-5A1 or condominium plat applications for property in any district where no new development is proposed may be processed as a short plat.

**APPLICATION WILL NOT BE ACCEPTED UNLESS ALL ITEMS ON THE CHECKLIST ARE SUBMITTED.**
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: ____________________________