



Community Development Department
USE ZONE ENCROACHMENT & PARKLET CHECKLIST

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH [CITIZEN ACCESS PORTAL](#)

UPLOAD ALL DOCUMENTS AND DRAWINGS PER THE REQUIRED CHECKLIST,
 AS A *SINGLE ZIP FILE WITH INDIVIDUAL PDFs*

EACH CHECKLIST ITEM MUST BE NAMED ACCORDING TO THE NAMING CONVENTION LISTED BELOW

APPLICATIONS NOT CONTAINING ALL REQUIRED CHECKLIST ITEMS WILL BE DEEMED INCOMPLETE. *INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED:*

Description	Document Naming Convention
Narrative fully describing the location, design and placement of proposed encroachments, the time of day the encroachments will be in the streetscape, and a statement of acknowledgement indicating applicant has read, understands, and complies with City Core Streetscape Ordinance, Title 8 of Meridian City Code located here .	Narrative
Scaled site plan indicating location of proposed encroachments, Clear Zone, dimensions of proposed Use Zone or parklet area, face of adjacent buildings, curb line of nearest street (if corner lot show curbs for both streets), and configuration of existing adjacent parking.	Site Plan
Example photographs and/or illustrations of proposed encroachments or parklet.	Elevations
Proof of written notice provided to all applicable property owners indicating intent to apply for Use Zone Encroachment or Parklet permit.	Proof of Written Notice
Proof of an insurance policy meeting the minimum requirements: <ul style="list-style-type: none"> • five hundred thousand dollars (\$500,000.00) per person bodily injury; • five hundred thousand dollars (\$500,000.00) per occurrence bodily injury; • one hundred thousand dollars (\$100,000.00) per occurrence property damage; and; • the City named as additional insured. 	Liability Insurance