Planning & Zoning Approvals

Within the City of Meridian, land use and zoning permits are divided into two categories. The tables below list the land use and zoning applications depending on the type of approval required, either administrative or hearing level.

Administrative applications are reviewed and approved by the Planning Director and staff. Hearing level applications require a public hearing or public meeting where the Planning and Zoning Commission or City Council or both can review the application in a public forum. While all applications are processed and reviewed by the planning staff, final determinations and approvals for hearing level applications are made by City Council or the Planning and Zoning Commission.

Applications for Administrative Approval

- Accessory Use for Day Care, Family
- Accessory Use, Home Occupation w/ Customers, Clients, and/or Employees
- Accessory Use, Home Occupation w/ no Customers or Clients
- Administrative Design Review
- Certificate of Occupancy
- Certificate of Zoning Compliance
- Conditional Use Modification, Director
- Director Determination
- Landscaping Plans
- Private Street
- Property Boundary Adjustments
- Sign and/or Planned Sign Program
- Surety
- Temporary Use
- Tenant Improvements
- Time Extension, Director
- Vacations: exempt per Idaho Code § 50-1306A(5)
- Zoning Verification

Applications for Hearing Level Approval

- Annexation & Zoning
- Rezone
- Conditional Use Permit (or Commission level modification)
- Planned Unit Development
- Preliminary Plat
- Combined Preliminary & Final Plat
- Final Plat
- Final Plat Modification
- Short Plat
- Development Agreement Modification
- Comprehensive Plan Map and/or Text Amendment
- UDC Text Amendment
- Time Extension, City Council
- City Council Review (appeal)
- Vacation: right-of-ways & easements
- Variance

Use the corresponding flowchart or click on the options below to view the general process for obtaining approvals. If you have questions or need assistance please contact the Planning Department. Applicants are encouraged to contact the Planning Department to verify the type of approval and the associated application and checklists required.
General Administrative Review Process

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Flowchart for Administrative Applications

Applicant may request a pre-application meeting with staff

Applicant submits a complete administrative application & fee

Accepted applications are assigned to a planner

Planner reviews the application for compliance w/ UDC & prior approvals

Planner issues a decision & notifies the applicant

Applicant may request City Council to review the decision

Applicant complies w/ conditions of approval & contacts planner

July 2009
General Commission or Council Review Process

Flowchart for Hearing Level Applications

1. Applicant requests a pre-application meeting with staff
   - Applicant holds a neighborhood meeting before submitting an application

2. Applicant submits a complete hearing level application & fee
   - Accepted applications are assigned to a planner

3. Planner reviews the application for compliance w/ UDC & prior approvals
   - Planner requests additional information or revisions as necessary

4. Applicant provides additional copies of plan sets for transmittal
   - Planner schedules a hearing date & transmits application to the City Clerk

City Clerk transmits application, publishes & mails out notices

1. Planner prepares the staff report & transmits a copy to the City Clerk & applicant

2. Applicant posts the property w/ notice 10 days prior to hearing

3. Planning & Zoning Commission reviews the application

4. Commission recommends action to City Council or acts on a Conditional Use
   - Applicant may request City Council to review the Conditional Use decision

5. Applicant posts the property w/ notice 10 days prior to hearing

6. City Council reviews & acts on the application

7. Applicant complies w/ conditions of approval & contacts planner

July 2009