



Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders.
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest
Completed Architectural Standards Compliance Checklist <i>(Indicate compliance with all applicable standards to include Commercial, Traditional Neighborhood or Multi-family Districts, under Non-residential or Residential categories.)</i>	*ASM Checklist (not required for exterior modifications)
Provide in a narrative letter, how the proposal addresses standards contained in the City of Meridian Architectural Standards Manual and the Unified Development Code (UDC): 1. Architectural Character: a. Cohesive Design b. Building Scale c. Building Form d. Architectural Elements e. Materials f. Signs and/or Lighting 2. Parking Lots 3. Pedestrian walkways and facilities	Narrative
A complete set of scaled plans including building elevations, with building materials, colors and textures, and mechanical equipment	Elevations
Site Plan - site plans showing landscaping on the site	Site Plan

*Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.