



**Community Development Department**  
USE ZONE ENCROACHMENT & PARKLET CHECKLIST

**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 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 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 <a href="#">here</a> .                                                                        | 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"> <li>• five hundred thousand dollars (\$500,000.00) per person bodily injury;</li> <li>• five hundred thousand dollars (\$500,000.00) per occurrence bodily injury;</li> <li>• one hundred thousand dollars (\$100,000.00) per occurrence property damage; and;</li> <li>• the City named as additional insured.</li> </ul> | Liability Insurance        |