

**CITY OF MERIDIAN PLANNING DEPARTMENT
STANDARD OPERATING POLICY REVIEW OF
CERTIFICATE OF ZONING COMPLIANCE**

DEFINITION: A document issued by the director that certifies that the structure or use meets the requirement of this title.

AUTHORITY &

RESPONSIBILITY: The Director (or an authorized representative) is charged with approving or denying administrative applications (UDC 11-5A-2 C.)

REQUIRED

INFORMATION: All applications for administrative approval shall be on forms provided by the Planning Department and shall be completed in full and submitted with an accompanying checklist and fees. The application forms and checklist may be downloaded from the Planning Department website at www.meridianty.org.

APPLICATION

PROCESSING: The following steps are required for processing certificate of zoning compliance applications:

Full Certificate of Zoning Compliance Process or CZC with Prior Approval:

1. Applicant submits certificate of zoning compliance application to Planning Department Assistant City Planner.
2. Assistant City Planner ensures the following over the counter before accepting the application:
 - a. Applicant is submitting the correct application and fee(s). Ensure that all applicable areas of the application are complete. (Following the appropriate checklists.)
 - b. Application is signed by the owner and authorized agent.
 - c. Affidavit of legal interest and consent for any improvements made offsite.
 - d. Application contains the required number of plans.
 - e. All the required approvals (such as development agreements, final plats, conditional use permits, design review, etc.) are approved and recorded prior to the applicant's submission.
 - f. There are no outstanding enforcement issues on the property that would prevent the Planning Department from approving the application.
3. When application is deemed complete, the application is given to the Deputy Director or his or her designee who then logs the project in the database and assigns it to a staff planner.
4. Planner enters the application information into the database.
5. Planner calls applicant to introduce themselves and ask the applicant for clarification on any outstanding issues.
6. Planner performs a site visit.

7. Site Plan Review:
 - a. Review project for compliance with Site Design Compliance checklist (site design portion).
 - i. Verify all specific and general conditions of associated entitlements (AZ, DA, PP, CUP, FP, etc.) have been met.
 - ii. Verify setbacks and height in zone (UDC 11-2).
 - iii. Verify parking standards in zone (number required, dimensions, location) (11-3C).
 - iv. Verify bike rack included on non residential sites (11-3C).
 - v. Measure parking stalls, aisles, sidewalks, parking islands, landscape buffers, and turn-arounds for UDC compliance.
 - vi. Look at access to site in relation to highways, arterials, ½ mile access, and off-site access.
 - vii. Look for cross access between sites and verify access easement is recorded or condition in CZC to be recorded.
 - viii. Require cross access easements and/or access closure per UDC 11-3A-3 & UDC 11-3H-4.
 - ix. Verify sidewalks/paths are correct width (11-3A-17).
 - x. Verify trash enclosure is incorporated into overall building and landscape design (11-3A-12).
 - xi. Verify all outdoor service and equipment areas are screened (11-3A-12).
 - xii. Verify requirements for specific uses (daycares, drinking establishments, drive –through establishments, storage facilities etc) (11-4).
 - b. Verify CZC plan substantially complies with preliminary/final plat and/or CUP site plan.
 - c. Verify all items required by CZC application checklist exist on face of plan.
 - d. Verify that plan symbols and plan key match.
 - e. Verify site keynotes match what is shown on plan.
 - f. Evaluate interior traffic flow in relation to site.
 - g. Verify buildable area excludes required right-of-way
8. Landscape Plan review:
 - a. Verify landscape plan substantially complies with preliminary/final plat and/or CUP landscape plan.
 - b. Verify all items required by CZC application checklist exist on face of landscape plan (plant list, symbols, calculations data, stamp/signature seal, etc.).
 - c. Verify that plan symbols and plan key match.
 - d. Verify that plan reads “for construction” and not “draft” or “conceptual.”
 - e. Review project for compliance with Site Design Compliance checklist (landscape portion).
 - i. Verify location and size of open space, landscape buffers, pathways, fencing and amenities.
 - ii. Verify fencing detail, height and open/closed vision (11-3A-7).

- iii. Verify number of trees required (street buffers, parking lot, open space, species mix required, type, size and location (11-3B)).
 - iv. Verify landscape buffers to residential or non-industrial uses (11-3B-9).
 - f. Verify no trees are planted within water/sewer easements; add 5' to buffer for trees if easements exist (11-3B-7C.1b).
 - i. Verify no trees planted in site triangles (11-3A-3).
 - j. Verify that the slope of any berm does not exceed 3:1.
 - k. Check for impervious surfaces in landscape buffers (11-3B-7.6).
- 9. Building elevations substantially comply with proposed elevations in DA, other associated entitlements and/or code for Design Review.
- 10. Verify photometric plan: light does not encroach onto residential properties (11-3A-11).
- 11. Upon completing a review, Planner either prepares an approval or returns plans to applicant with identified deficiencies, issues of concern or corrections.
- 12. Applicant submits four revised plans for approval.
- 13. If approved, Planner prepares a CZC with information on City Council review process, notifies applicant via phone and files the decision letter with the application. Planner places approval stamp on plans and signs and dates; retains one copy for Planning Department files; mails one to ACHD and returns two copies to the applicant. One of the applicant plans is to be submitted with building permit intake package. Planner is not to stamp plans with red line corrections; all corrections must be included on the final, stamped plans.
- 14. Administrative Assistant uploads CZC decision letter into the database.

Certificate of Zoning Compliance Verification Process

1. Applicant submits letter detailing certificate of zoning compliance change of use request with associated Certificate of Zoning Compliance file number to Planning Department Assistant City Planner.
2. The letter is given to the Deputy Director or his or her designee who then logs the project in the database and assigns it to a staff planner.
3. Planner enters the application information into the database.
4. Planner calls applicant to introduce themselves and ask the applicant for clarification on any outstanding issues.
5. Review project for compliance with Site Design Compliance checklist.
6. Verify all specific and general conditions of the associated entitlements (AZ, DA, PP, CUP, FP, etc.) have been met and that nothing would prohibit the change of use.
7. Ensure that the change of use does not require any additional specific requirements per the specific standards of the UDC.
8. Verify that there are no outstanding enforcement issues on the property that would prevent the Planning Department from issuing the approval letter.
9. Issue letter of decision for the change of use, place letter in CZC file. If approved, send applicant to the Building Department for change of occupancy form.

SURETY AGREEMENTS: A surety agreement in the form of an irrevocable letter of credit or cash deposit may be authorized by the Planning Department in the event nonlife, nonsafety or nonhealth improvements such as landscaping, fencing or pressurize irrigation cannot be completed prior to occupancy. The Public Works Department is responsible for surety for other items.

Surety Submittal Process

1. The Planning Department reviews and approves the amount of the surety and transmits the amount to the Land Development Supervisor in the Public Works Department.
2. Land Development Supervisor receives the letter of credit or cash.
3. If surety is cash, Land Development Supervisor takes cash to the Finance Department.
4. When surety is accepted, the City may release a temporary occupancy.

Request for Reduction

1. An applicant may complete a portion of the improvements and seek a partial release of the surety.
2. Applicant submits verification of work completed and balance of work remaining to the Planning Department.
3. Planning Department reviews request and forwards approved amount of reduction of surety to Public Works.
4. Land Development Supervisor requests partial release of funds to be issued by Finance Department.

REVIEW OF DECISION: Parties aggrieved by the decision of the Director (staff) may request City Council review of the decision by filing a written request within fifteen (15) days of the date the written decision was issued (UDC 11-5A-6).