



CITY OF MERIDIAN

SDR – _____ – _____

SITE DEVELOPMENT REQUEST

PROJECT NAME _____

SITE ADDRESS / LOCATION _____

STRUCTURE VACANT FOR MORE THAN 1 YEAR ☐ YES ☐ NO

OWNER _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

APPLICANT _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

DESCRIPTION OF PROPOSED DEVELOPMENT (CHECK ALL THAT APPLY)

- | | | |
|---|---|--|
| ☐ BUILD STRUCTURE | ☐ PARKING LOT | ☐ UTILITIES |
| ☐ MODIFY STRUCTURE | ☐ DRIVEWAY / ACCESSWAY | ☐ GRADING |
| ☐ ADDITION TO STRUCTURE | ☐ FENCE / RETAINING WALL | ☐ CLEARING / GRUBBING |
| ☐ DEMOLISH STRUCTURE | ☐ RIGHT-OF-WAY IMPROVEMENT | ☐ TREE PLANTING / REMOVAL |
| ☐ INSTALL PREFAB STRUCTURE | ☐ OTHER _____ | |

PROJECT COST _____

SITE PLAN ATTACHED (SEE SITE PLAN CHECKLIST ON NEXT PAGE) ☐ YES ☐ NO

APPLICANT'S SIGNATURE _____

DATE _____

CITY USE ONLY

SITE IS IN DOWNTOWN HISTORIC DISTRICT ☐ YES ☐ NO FLOOD _____ ZONE _____

OCCUPANCY USE HAS CHANGED ☐ YES ☐ NO SITE PLAN REVIEW MEETING DATE _____

INITIALS

DATE

COMMENTS

BUILDING & INSPECTION _____

ENGINEERING _____

CODE ENFORCEMENT _____

FIRE PREVENTION _____

PLANNING _____

SITE DEVELOPMENT REQUEST IS ☐ APPROVED ☐ DENIED

BUILDING OFFICIAL _____

DATE _____

SITE DEVELOPMENT REQUEST

OVERVIEW

- Site Development Request (**SDR**) applies to both residential and non-residential projects within the City.
- Examples of developments that require a **SDR** may consist of, but are not limited to, the following:
 - Construction or modification of buildings and/or structures;
 - Demolition;
 - Placement of prefabricated buildings and/or structures;
 - Change of use on the site;
 - Creation of impervious surfaces such as parking lots;
 - Clearing and/or grubbing;
 - Grading;
 - Tree planting and/or removal;
 - Excavating;
 - Filling;
 - Driveway and/or access way;
 - Activity that may result in soil erosion and/or damage to adjacent property.
- **SDR** forms which are incomplete will be returned with a list of deficiencies.
- There is no charge for the **SDR**. Depending on the project, additional City permits will most likely be required of which most incur fees. Additional permits may be: Land Use Approval, Foundation, Demolition, Building, Plumbing, Mechanical, Gas, Electrical, Tree Planting and/or Removal, Sign, Construction Trailer, Manufactured Home.
- No work is authorized nor shall any additional permits be issued until the **SDR** has been approved and signed by the Building Official. The applicant shall be liable for performance of any unauthorized work.

PLAN REVIEW PROCESS

1. Applicant submits completed **SDR** form and Site Plan.
2. Building & Inspection routes the **SDR** form and Site Plan to designated City departments.
3. Building & Inspection, Planning, Engineering, and Fire Prevention concurrently review the **SDR** form and Site Plan, and make any necessary pre-development site visits.
4. Comments, marked-up Site Plan, and/or approval from respective City departments are returned to Building & Inspection. At this time, either a comments sheet will be generated, a Site Plan Review Committee meeting called, or the **SDR** is finalized and approved.
5. Building & Inspection provides applicant with results of review.

SITE PLAN CHECKLIST

The required Site Plan shall include, but not be limited to, the following elements and shall be dimensioned and drawn to scale of sufficient size to show:

- Exact size and location of all buildings and/or structures relative to property and easement lines;
- All means of ingress and egress (access ways and/or curb cuts);
- All setbacks, screens and buffers pursuant to Section 710 of the Zoning Ordinance;
- Off-street parking and loading areas, and their calculations;
- Refuse collection areas;
- Natural and topographic features such as streams, lakes, trees, and contours;
- Grading, drainage, water, sewer, and electric connections and appurtenances;
- Disturbed areas delineated with dimensions and quantities shown in square feet;
- Erosion control measures.

CONTACTS

<u>DEPARTMENT</u>	<u>TITLE</u>	<u>PHONE</u>
Building & Inspection	Building Official	(601) 485-1900
Planning & Zoning	Zoning Administrator	(601) 485-1910