



**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.

Items needed to obtain City Signatures on a Final Plat	Document Naming Convention
Submit a PDF copy of the signature sheets. The signatures of the Ada County Highway District and the Central District Health Department are required prior to submitting to the City of Meridian for signatures.	Signature Sheet(s)
Submit an electronic copy of the Final Plat In accord with the revisions noted in the site specific conditions of approval section in the staff report.	Revised Final Plat
Submit an electronic copy of the revised landscape plan (if applicable).	Revised Landscape Plan
If your project has an irrigation system (pressurized or gravity), an irrigation certification letter from the engineer of record is required	<b>Irrigation Certification</b>
If your project has privately owned storm drainage, a storm drainage certification letter from the engineer of record is required	<b>Storm Drainage Certification</b>

*\*The highlighted item(s) above may not be required depending on the project. Please contact a planner to verify if these item(s) are required and received instructions on how to proceed with your submittal.*