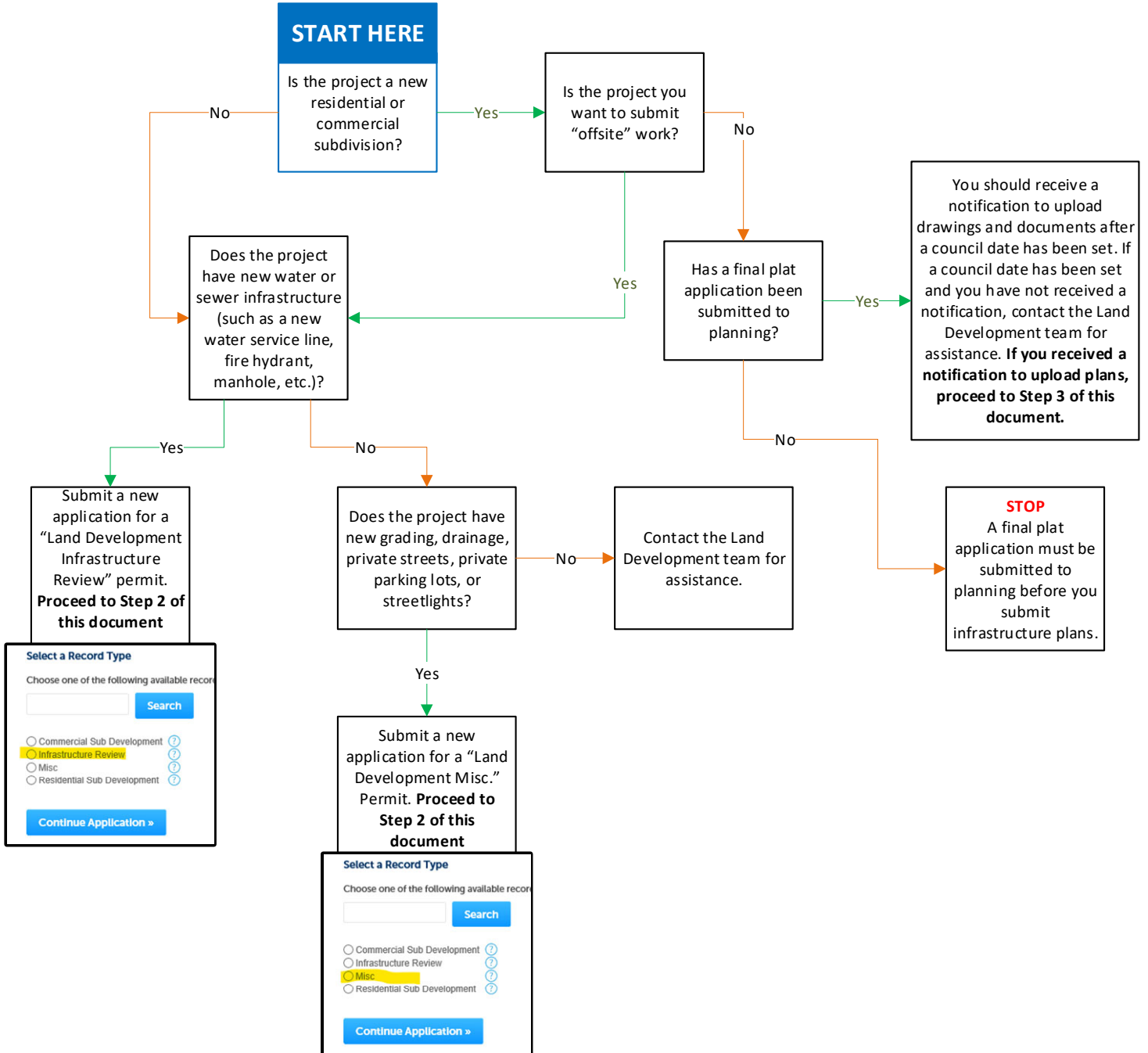


Step 1: Determine Project Type



Step 2: Submit an Application

- Go to the Citizen Access Portal at <https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx>
- Login to your account or create a new one by clicking “Register Now”.

Home Address/Parcel Verification Building Services City Clerk Easement Planning Pre Application Surety Land Development

Advanced Search

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >](#)

Login
User Name or E-mail:
name@email.com
Password:

[Login >](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

- Click the “Land Development” tab at the top of the page, then click “Create an Application”

MERIDIAN IDAHO

DEPARTMENTS ▾ HOLIDAY CALENDAR NEED HELP? CLICK HERE ▾ FAQs ▾

Logged in as: Amanda McNutt Collections (1) Cart (0) Reports (2) Ac

Home Address/Parcel Verification Building Services City Clerk Easement Planning Pre Application Surety **Land Development**

[Create an Application](#) Search Applications

Records

- Select the type of application you need to submit, and complete the application.
- You will receive an email requesting that you upload plans from ePlan. Before uploading, review Step 3 below.

Step 3: Review Submittal Requirements

General File Requirements

- All plans must be submitted in a PDF format, in the “Drawings” folder.
- All plans must be submitted in a landscape orientation (horizontal position).
- All plans must have a 2” x 3” space reserved at the bottom right hand corner for City approval stamps.
 - The space must remain blank, do not put a stamp that is already filled with the City stamp template.
- Resubmittals must use the EXACT same file name as the original.
- All plans must be drawn to scale and each sheet should state the scale.
- Each sheet in the plan set must be submitted individually using a separate file name.
- Calculations, reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files, in the “Documents” folder.
- Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

File Naming Requirements

- Drawing file name must include the first characters of the discipline name, followed by the sheet number, then the name.
- **The sheet name must clearly indicate the information found on the page.**

File Naming Examples for Land Development Projects

Sheet Type	Sheet ID	Sheet Number	Example File Name
Civil Cover Sheet	C	1	C1.0_Cover Sheet
Civil Sewer Plan	C	4.1	C4.1_Sewer Plan Area 2
Landscape Plan	L	6	L6.0_Landscape Plan

Files to Include by Project Type

File Naming Examples for Land Development Projects

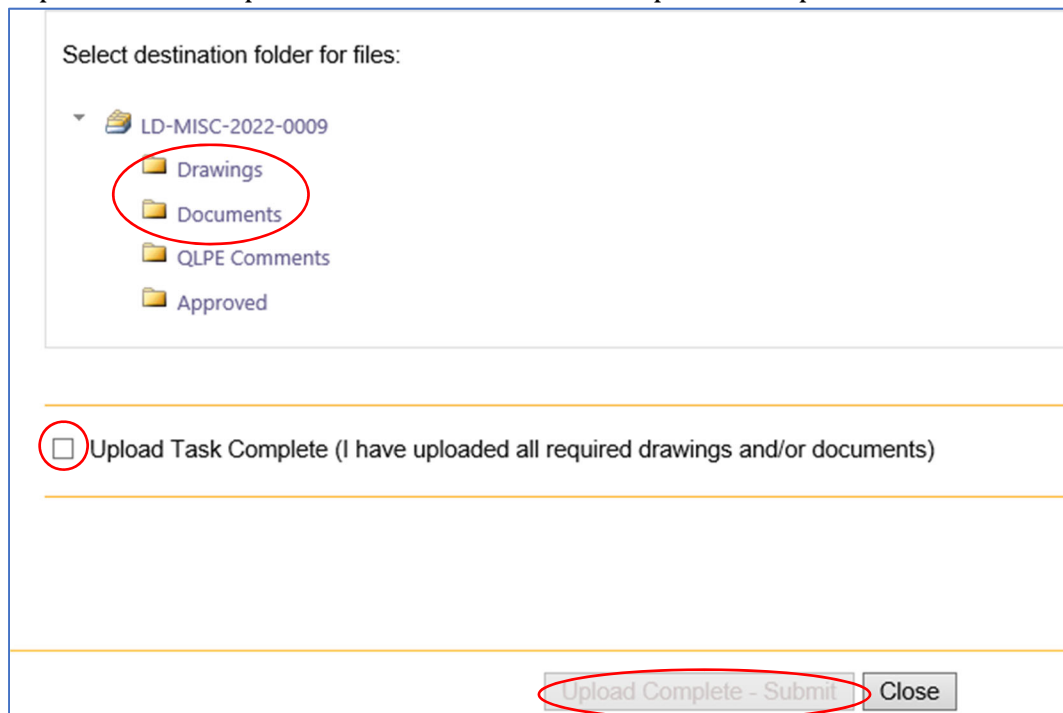
Project Type	Required Files
Infrastructure Review	Civil Utility Plans, AutoCAD of new water/sewer main (including fire hydrants), Drainage Report (if there is new private drainage). If a new building will be submitted concurrently or after this submittal include the following: Building size (sqft), Type of construction, occupant load, occupancy group, and number of stories
Miscellaneous Review	Civil Utility Plans, Drainage Report (if there is new private drainage)
Residential or Commercial Subdivision Review	Civil Utility Plans, AutoCAD of new water/sewer main, a copy of the final plat map, Geotechnical Report, Drainage Report (if there are private roads)

Step 4: Upload Your Files

- You will receive an email from ePlan Review (eplanreview@meridiancity.org), add this email to your “safe list” to ensure these emails do not go to spam.
- Login if you have an existing account, or register for one; you will be invited to do so via email.
- You should see a task under the tab “Tasks”
- Click the name of the Task to accept it.
 - Applicant tasks are named “Upload and Submit” for a new project, “Correction”, or “Respond and Resubmit” (some may have more information such as “Engineering Respond and Resubmit Task”).
 - Upload and Submit tasks are initial submittals to the City; this is when you will provide documents and drawings for the first time for any given project.
 - Correction tasks are provided when the initial submittal did not meet submittal requirements; examples of why you would receive this task are naming conventions need to be updated, or a missing document needs to be added.
 - Respond and Resubmit tasks are provided when a reviewer has looked at the plan and provided specific plan review comments that need to be addressed before approval and/or next level review can be completed.
- You can also find your project at any time by going to “Projects” and looking for the permit by number or name.

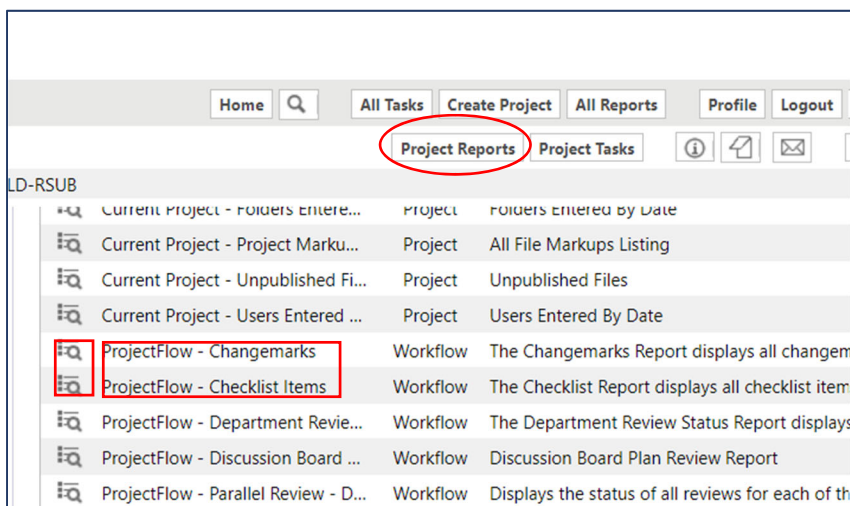
TASK	PERMIT #	INSTANCE	GROUP
Upload and Submit Task	LDIR-2022-0023	LDIR-2022-0023 - Meridian Land Development Template - 3/10/2022 4:27:20 PM	Applicant

- Click the appropriate folder to access and upload files, recall from the submittal requirements that drawings should be submitted to the drawing folder and supporting documents and reports should be submitted to the documents folder.
- After uploading your drawings and documents, verify that you have done so by checking “Upload task complete” then click the button “Upload Complete – Submit”

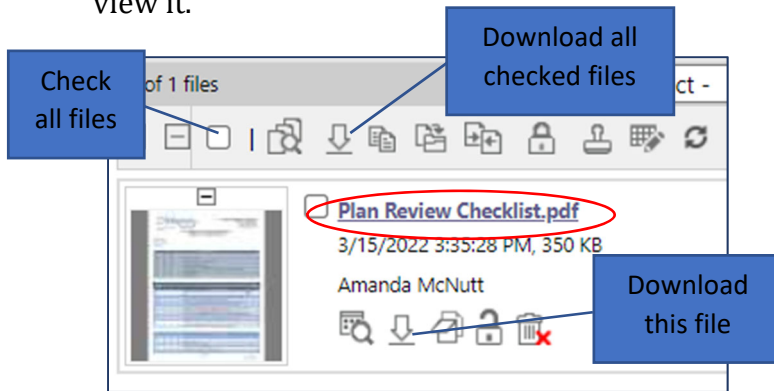


Step 5: Finding and Responding to Plan Review Comments

- After your project is reviewed, you will likely receive a request for revisions.
- After accessing your project, Click on “Project Reports”
- Find “ProjectFlow – Changemarks” and “ProjectFlow – Checklist Items”. Run the report by clicking the magnifying glass symbol to the left.



- You may also be notified that you have a separate checklist or letter that you need to access; if this is the case, go to the “Documents” folder, and find the appropriate file. Click the file name to view it.



- After reviewing the changemarks, checklists, and any supporting documentation; upload revised plans and complete your task – this is very similar to what you did when you initially submitted your project for review.
 - Each task you receive will follow a similar flow

If you have any questions or run into issues with submitting or resubmitting a project, please contact the Community Development department at 208-887-2211.