

## How to Request an Easement

Welcome to Citizen Access! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

<https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx>

- 1 Citizen Access**
- Login into your existing account or Register for an Account
  - New Users, once registered, check your email to activate your account

- 2 Apply for Request**
- Click Easement Tab
  - Click Submit an Easement
  - Enter all required information

- 3 Add Attachments**
- Click Add
  - Upload all required checklist items in a **single PDF** with attachments in the following order (The checklist is to assist customers with requirements only. Do NOT upload this checklist with your submittal):

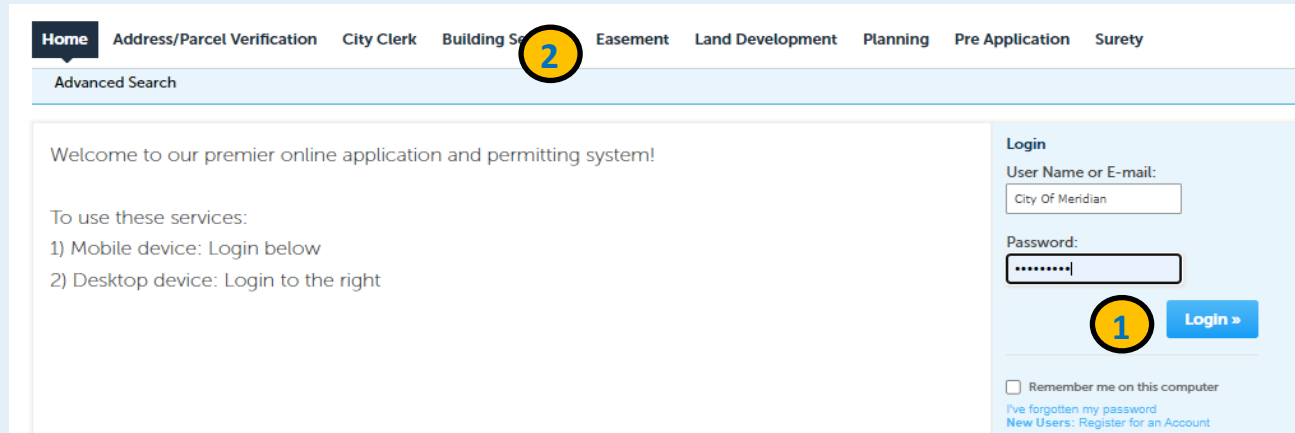
Easement Submission Forms

Exhibit A

Exhibit B

- Click Continue
- Enter a description of each of Attachment (name should match the associated project name (Example: Subdivision #1 Water and Sewer easement))
- Click Save
- Click Continue Application

- 4 Notification**
- Once verified and approved you will receive an email from noreply@meridiancity.org
  - You can find a copy of your recorded easement here: <https://weblink.meridiancity.org/WebLink/browse.aspx>



Home Address/Parcel Verification City Clerk Building S **2** Easement Land Development Planning Pre Application Surety

Advanced Search

Welcome to our premier online application and permitting system!

To use these services:

- 1) Mobile device: Login below
- 2) Desktop device: Login to the right

**1** Login >

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

**3**

**Attachment**

UPLOAD ALL REQUIRED CHECKLIST ITEMS HERE.  
 Applications not containing all required checklist items will be deemed incomplete. Incomplete applications will NOT be processed.

A copy of the application checklist can be obtained [here](#).  
 Upload all required checklist items in a single PDF with attachments in the following order (The checklist is to assist customers with requirements only. Do NOT upload this checklist with your submittal):  
 Easement Submission Forms  
 Exhibit A  
 Exhibit B

The maximum file size allowed is 1024 MB.  
 ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;scx;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Upload From Computer