



**City Clerk's Office**

Citizen's Use Permit  
Application Checklist

|                                     |                               |         |
|-------------------------------------|-------------------------------|---------|
| Applicant:                          |                               | File #: |
| Date complete application received: | Date permit issued or denied: |         |

All applications are required to contain one copy of the following unless otherwise noted:

| Applicant<br>(√)  | Description  | Staff<br>(√) |
|---|--|--------------|
|   | Completed & signed Permit Review Application   |              |
|   | Route map—4 copies (folded to 8 ½" x 11" size)   |              |
|   | <b>The following items must be shown on the route map:</b>   |              |
|   | • Date, scale, north arrow, and project name (scale not less than 1"=50')                                      |              |
|   | • Names, addresses, and telephone numbers of the applicant/organizer and/or the person preparing the route map |              |
|   | • Proposed route(s) including street names and numerical blocks  |              |
|   | Reduction of the site plan (8 ½" x 11")  |              |
|   | Proof of insurance   |              |
|   | Application Fee  |              |
| <b>STAFF USE ONLY (Other agency approvals as applicable):</b> |  |              |
|   | City of Meridian Fire Department approval  |              |
|   | City of Meridian Police Department approval  |              |
|   | City of Meridian Mayor approval  |              |
|   | Ada County Highway District written approval   |              |
|   | Ada County Sheriff courtesy copy   |              |
|   | Idaho Department of Transportation courtesy copy   |              |

*THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE  
UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.*