



CITY OF MIDDLETON
 6 NORTH DEWEY AVENUE, MIDDLETON, ID 83644
 208-585-3133, FAX: 208-585-9601
 WWW.MIDDLETONIDAHO.US

Planning Department

Master Planning and Zoning Application

Rev: 3/10/2017

Date of acceptance: _____

Accepted by: _____

Fee paid: \$ _____

Property Owner:

 Name Phone Email

 Address City, State Zip

Representative:

 Name Phone Email

 Address City, State Zip

Application Type:

- | | | |
|--|--|--|
| <input type="checkbox"/> Annexation and Zoning | <input type="checkbox"/> Rezone | <input type="checkbox"/> Development Agreement |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Vacate Right-of-Way |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Ordinance Amendment |
| <input type="checkbox"/> Comprehensive Plan Map or Text Amendment | <input type="checkbox"/> Design Review | |
| <input type="checkbox"/> Amend or Terminate a Recorded Development Agreement | <input type="checkbox"/> Waiver | |

Site Information:

Address: _____

Crossroads: _____

Assessor's Tax Parcel No(s): _____

Total Acres: _____ Next to City limits? _____

Existing Zoning: _____ Proposed Zoning: _____

Floodplain Zone: _____ Hillside (grades exceeding 10%): _____

 Property Owner's Printed Name

 Date

 Property Owner's Signature

 City Official Accepting Application



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Checklist - A complete Planning and Zoning Application must include the following.

- Complete Application** (incomplete applications will not be accepted)
- Application Fee** (see Fee Schedule). Note: Any city engineering and attorney expenses throughout the approval process that are related to an application are billed to the applicant in addition to the application fee.
- Proof of Ownership:** attach a copy of the recorded deed or purchase agreement.
- Property Boundary Description** including reference to adjoining road and waterway names that is signed and stamped by a land surveyor registered in the State of Idaho. If more than one zoning designation is being requested, separate legal descriptions are required for each zoning designation.
- Vicinity Map:** attach an 8 ½" x 11" map showing the subject property in relation to land around it that includes the nearest public roads.
- Neighborhood Meeting:** If applicable, attach original sign-up sheet.
- Narrative:** attach a brief statement describing the reason for the application and desired outcome, including the following:
 - Existing and proposed zoning and land use(s)
 - How the proposal is harmonious with the city's comprehensive plan
 - Anticipated adverse impacts on neighbors
 - Proposed buffers types and locations, if any
 - Information helpful to decision-makers:
 - If a **Conditional Use Permit application**, see Middleton City Code 5-3-4
 - If a **Variance application**, see Middleton City Code 5-3-5
 - If a **Waiver application**, see Middleton City Code 6-7-1.
- If applicable, attach proposed **Development Agreement**.
- If applicable, attach proposed **Preliminary Plat**
- If applicable, attach proposed **Final Plat**
- If applicable, attach required "Materials and Information" for **Design Review** (see Middleton City Code 5-5-5)
- Mailing Labels:** Adhesive mailing labels containing the names and addresses of property owners within 300 feet of the external boundaries of the subject property (available at Canyon County Assessor's office).
- Complete Application (Staff check this box and initial when complete):** _____