



CITY OF MIDDLETON
 P O Box 487
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 WWW.MIDDLETON.ID.GOV

Planning & Zoning Department **Annexation & Zoning Checklist**

Please submit all items listed below. Applications missing the following items will be deemed incomplete, **and the application will not be processed.**

Applicant	Description	Staff
	Completed and signed Master Land Use Application (application can be submitted up to 90 days after neighborhood meeting).	
	Fee	
	Narrative fully describing the proposed project and zoning requested. Describe how the request is consistent with the Middleton Comprehensive Plan.	
	Scaled Vicinity Map	
	Legal description of entire property to be annexed. Provide Word version and PDF version. Once approved, legal description must be stamped and signed by a land surveyor registered in the State of Idaho.	
	Scaled Exhibit map showing boundaries of the legal description for the entire property to be annexed. The exhibit must be in compliance with Idaho State Tax Commission Property Tax Administrative Rules IDAPA 35.01.03.225.01.h. It is used by the Tax Commission to create the new parcel.	
	Legal description for each zoning designation. <ul style="list-style-type: none"> Legal Description must be stamped and signed by land surveyor registered in the State of Idaho Include scaled exhibit map showing the boundaries of the legal description for each zone. 	
	Recorded warranty deed showing proof of ownership	
	If the representative is submitting the application, provide an Affidavit of Legal Interest signed by the owner of record.	
	Two sets of adhesive mailing labels containing the names and addresses of property owners within 500 ft of the perimeter boundary of the subject property. Contact Canyon County Plat Room at (208) 455-6016 for a list of landowners.	
	Copy of neighborhood meeting notice, sign-in sheet, and minutes summarizing the meeting discussion	
	Electronic copy of entire application	
	*A Development Agreement is required for all annexations. Please submit the Development Agreement checklist with this application.	
	**If the Land Use Map needs to be changed with the Annexation, please submit a Comprehensive Plan Map Amendment application with this application.	