



CITY OF MIDDLETON

6 NORTH DEWEY AVENUE, MIDDLETON, ID 83644
208-585-3133, FAX: 208-585-9601
WWW.MIDDLETON.ID.GOV

PLANNING DEPARTMENT

DESIGN REVIEW APPLICATION

Revision: March 2016

Date of acceptance: _____

Accepted by: _____

Fee paid: \$ _____

Property Owner(s):

Name Phone Email

Address City, State Zip

Representative (Agent):

Name Phone Email

Address City, State Zip

Site Information

Subject property address: _____
Street Address City, State Zip

Assessor's Tax Parcel No.(s): _____

Total acres of site: _____

Subdivision: _____ Lot _____ Block _____

Current Zoning: _____ Current land use: _____ Current Comp Plan Designation: _____

Floodplain (yes, no): _____ Floodplain zone(s): _____ Floodway: _____

Note: If subject is in floodplain, fill out Floodplain Development Permit Application

How will your property affect surrounding properties? _____

Additional Comments: _____

Submittal checklist must include the following:

- Vicinity Map and related drawings:** (11" x 17") 15 copies. **Note: 12 in existing design review application and 18" x 24")**
- Proof of ownership:** A copy of the recorded property deed or installment agreement
- Legal Description:** Legal description of the property.
- Notice:** Mailing addresses (on mailing labels, one (1) copy) of all property owners on record with the Canyon County Assessor's office, who are within 300 feet of the external boundaries of the subject property. **Note: Mailing address info is different on existing design review application!**
- Application fee:** These fees are intended to cover costs associated with this application that are incurred by the City. Advertising costs and engineering review fees associated with this application will be billed to the applicant.
- Site utilization map:** (11" x 17") 15 copies. **Note: 12 in existing design review application and 18" x 24")**
- Architectural Plan:** (11" x 17") 15 copies. **Note: 12 in existing design review application and 18" x 24")**
- Landscape plan:** (11" x 17") 15 copies. **Note: 12 in existing design review application and 18" x 24")**
- Story Board:** A presentation board with mounted samples of the actual building materials in the actual colors proposed, plus twelve (12) copies of this story board eight and one-half inches by eleven inches (8 ½" x 11").
- Story Board:** (8 ½" x 11") reduction in color, 12 copies.
- Narrative:** Attach a brief statement concerning the following:
 - Any areas of "Special Developments" (MCC 6-5) such as floodplain, PUD or hillside development.
 - Details of the anticipated use of the property.
 - Construction details including: Materials, construction phasing, proposed excavation and fill, estimated completion date and narrative information concerning landscaping.
- Digital Information:**

I hereby certify that all information requested and as submitted is prepared to the best of my ability and knowledge. I request that this application be processed for consideration.

I hereby acknowledge that I am aware that the actual legal, engineering and contract fees incurred will be billed to the applicant. These fees are intended to cover expenses that are incurred by the City. If actual expenses are higher or lower, the applicant will be billed for the additional expenses or refunded the overpayment.

Property Owner's Signature

Date

Incomplete applications will not be accepted. An application will be complete and accepted by the City when all required information is received. The Administrator upon the acceptance of a complete application will establish the date of the public hearing. A change of ownership requires completion of a new application.



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Application Complete?

Accepted By: