



CITY OF MIDDLETON
P O Box 487
1103 W MAIN ST, MIDDLETON, ID 83644
208-585-3133, FAX: 208-585-9601
WWW.MIDDLETON.ID.GOV

Planning & Zoning Department
**Development Agreement / Modified
Development Agreement 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 following: <ul style="list-style-type: none">• Proposed project and project name.• Zoning requested.• How the request is consistent with the Middleton Comprehensive Plan.• Any variances or special use permits being requested.	
	Scaled Vicinity Map of subject property	
	Legal description of subject property. <ul style="list-style-type: none">• Legal description must be signed and stamped by a land surveyor registered in the State of Idaho• Include scaled exhibit map showing the boundaries of the legal description	
	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.	
	Neighborhood Meeting Notice, sign-in sheet, and minutes summarizing discussion	
	Electronic copy of entire application via USB	