



**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  
**Final Plat 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	
	Fee	
	All pages of proposed Final Plat (2 full-size paper copies & 1 electronic full-size copy provided on a USB)	
	Ensure final plat complies with the requirements of Middleton City Code 5-4-7 and Title 50, Chapter 13 of the Idaho State Statute.	
	Narrative containing: <ul style="list-style-type: none"><li>• Statement that final plat conforms with the approved preliminary plat. If it is not in conformance, please describe the proposed change(s) from the preliminary plat and basis or reason for making the change(s).</li><li>• Statement that final plat conforms with all pertinent portions of the Middleton City Code and Standards. If the final plat does not comply with the City Code and Standards, please describe the reason for the nonconformance.</li></ul>	
	Copy of approved Findings of Fact, Conclusions of Law and Order from the Preliminary Plat.	
	Proof of ownership of real property, e.g., recorded warranty deed or deed of trust.	
	If the representative is submitting the application, provide an Affidavit of Legal Interest signed by the owner of record.	