



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
Lot Line Adjustment Checklist
(Boundary Adjustment, Lot Consolidation or Lot Split)

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

Per MCC 5-4-9, lot splits and consolidations are not allowed if a public road must be dedicated or relocated.

Applicant	Description	Staff
	Completed and signed Master Land Use Application	
	Fee	
	Narrative fully describing the proposed project. Also include the following: <ul style="list-style-type: none"> • Statement that no public roads will be relocated or dedicated. • Description of all easements existing on the lots. • Statement that adjusted lot(s) meet the dimensional standards set forth in the Middleton Code, e.g., frontage width, lot size...etc. 	
	Scaled vicinity map	
	Legal description for the new property boundaries. Include closure sheet.	
	Record of survey that includes: <ul style="list-style-type: none"> • Total acreage • Existing property lines and proposed property lines • Square footage of new lots • Existing and proposed easements • Abutting streets and right-of-ways • Existing buildings along with a note showing the distance from the building(s) to the proposed lot line. 	
	Existing records of survey used and/or referenced (11x17 copy)	
	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.	
	Electronic copy of entire application on a USB	
**	City will not grant final approval until City receives copies of the following: <ul style="list-style-type: none"> • Recorded record of survey • Recorded deeds 	