



**CITY OF MIDDLETON**

P O Box 487, MIDDLETON, ID 83644  
208-585-3133, FAX: 208-585-9601  
WWW.MIDDLETON.ID.GOV

Planning Department

**Master Planning and Zoning Application**

Rev: 9/13/2017

Date of acceptance: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Fee paid: \$ \_\_\_\_\_

**Property Owner:**

\_\_\_\_\_  
Name Phone Email

\_\_\_\_\_  
Address City, State Zip

**Representative:**

\_\_\_\_\_  
Name Phone Email

\_\_\_\_\_  
Address City, State Zip

**Application Type:**

- |                                                                              |                                        |                                                |
|------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Annexation and Zoning                               | <input type="checkbox"/> Rezone        | <input type="checkbox"/> Development Agreement |
| <input type="checkbox"/> Preliminary Plat                                    | <input type="checkbox"/> Final Plat    | <input type="checkbox"/> Vacate Right-of-Way   |
| <input type="checkbox"/> Conditional Use Permit                              | <input type="checkbox"/> Variance      | <input type="checkbox"/> Ordinance Amendment   |
| <input type="checkbox"/> Comprehensive Plan Map or Text Amendment            | <input type="checkbox"/> Design Review |                                                |
| <input type="checkbox"/> Amend or Terminate a Recorded Development Agreement | <input type="checkbox"/> Waiver        |                                                |

**Site Information:**

Address: \_\_\_\_\_

Crossroads: \_\_\_\_\_

Assessor's Tax Parcel No(s): \_\_\_\_\_

Total Acres: \_\_\_\_\_ Next to City limits? \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Floodplain Zone: \_\_\_\_\_ Hillside (grades exceeding 10%): \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
City Official Accepting Application



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**Checklist - A complete Planning and Zoning Application must include the following.**

- Complete Application** (incomplete applications will not be accepted)
- Application Fee** (see Fee Schedule). Note: Any city engineering and attorney expenses throughout the approval process that are related to an application are billed to the applicant in addition to the application fee.
- Proof of Ownership:** attach a copy of the recorded deed or purchase agreement.
- Property Boundary Description** including reference to adjoining road and waterway names that is signed and stamped by a land surveyor registered in the State of Idaho. If more than one zoning designation is being requested, separate legal descriptions are required for each zoning designation.
- Vicinity Map:** attach an 8 ½" x 11" map showing the subject property in relation to land around it that includes the nearest public roads.
- Neighborhood Meeting:** If applicable, attach original sign-up sheet.
- Narrative:** attach a brief statement describing the reason for the application and desired outcome, including the following:
  - Existing and proposed zoning and land use(s)
  - How the proposal is harmonious with the city's comprehensive plan
  - Anticipated adverse impacts on neighbors
  - Proposed buffers types and locations, if any
  - Information helpful to decision-makers:
    - If a **Conditional Use Permit application**, see Middleton City Code 5-3-4
    - If a **Variance application**, see Middleton City Code 5-3-5
    - If a **Waiver application**, see Middleton City Code 6-7-1.
- If applicable, attach proposed **Development Agreement**.
- If applicable, attach proposed **Preliminary Plat**
- If applicable, attach proposed **Final Plat**
- If applicable, attach required "Materials and Information" for **Design Review** (see Middleton City Code 5-5-5)
- Mailing Labels:** Adhesive mailing labels containing the names and addresses of property owners within 300 feet of the external boundaries of the subject property (available at Canyon County Assessor's office).
- Complete Application (Staff check this box and initial when complete):** \_\_\_\_\_