



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
Annexation & Zoning 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	
	Narrative fully describing the proposed project and zoning requested. Describe how the request is consistent with the Middleton Comprehensive Plan.	
	Scaled Vicinity Map	
	Legal description of entire property to be annexed. <ul style="list-style-type: none"> • Legal description must be stamped and signed by a land surveyor registered in the State of Idaho. • Include a scaled exhibit map showing the boundaries of the legal description. 	
	Legal description for each zoning designation. <ul style="list-style-type: none"> • Legal Description must be stamped and signed by 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 a letter from the owner authorizing the representative to submit the application.	
	Two sets of adhesive mailing labels containing the names and addresses of property owners within 300 feet of the perimeter boundary of the subject property. Contact Canyon County Plat Room at (208) 455-6016 for a list of landowners.	
	Copy of neighborhood meeting notice, sign-in sheet, and minutes summarizing the meeting discussion	
	Electronic copy of entire application	
	*A Development Agreement is required for all annexations. Please submit the Development Agreement checklist with this application.	
	**If the Land Use Map needs to be changed with the Annexation, please submit a Comprehensive Plan Map Amendment application with this application.	