



CITY OF MIDDLETON

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

Planning & Zoning Department
**Checklist Comprehensive Plan
 Text and/or Map Amendment**

Please submit all items listed below. Applications missing any of 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	
	Neighborhood Meeting Notice, sign-in sheet, and minutes summarizing discussion.	
	Electronic copy of entire application via USB	
	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.	
Additional Map Amendment Requirements		
	Narrative fully describing the following: <ul style="list-style-type: none"> • Specific details of the change requested. • Description of the project proposed on the subject property. • Description of how the amendment will provide an improved guide to future growth and development of the city. • Information on the subject property. • Any other data or information to support the application. 	
	Scaled Vicinity Map	
	Recorded warranty deed showing proof of ownership of the subject property.	
	If the representative is submitting the application, provide an Affidavit of Legal Interest signed by the owner of record.	
Additional Text Amendment Requirements		
	Narrative fully describing the following: <ul style="list-style-type: none"> • Specific details of the change requested. • Description of how the amendment will provide an improved guide to future growth and development of the city • Any other data or information to support the application. 	
	Redline copy of changes to be made to text, including underline and strike out changes for text to be added and/or omitted.	