CITY OF MIDDLETON
P O BOX 487
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WWW.MIDDLETON.ID.GOV

Planning & Zoning Department
Design Review Checklist

Please submit all items listed below. Applications missing the following items will be deemed incomplete, and the application will not be processed. Notice is hereby given that any approval of a Design Review application and conceptual site plan does NOT substitute for a full engineering review of civil drawings and site improvements. City may require additional frontage and site improvements after reviewing completed civil drawings.

Applicant	Description	Staff
	Completed and signed Master Land Use Application	
	Fee	
	Narrative fully describing the following: • Architectural elements, materials, scale and design. • Current zoning of parcel • Use of the building – description of business operation • Number of employees at peak hour.	
	Vicinity map	
	Two copies of a 24" x 36" Site Plan with all the items set forth in MCC 1-15-8-4(B) • Property boundary lines • Total square footage of parcel • Proposed location of building with dimensions to boundary lines • Parking and access • Dumpster location • Elevation of Dumpster enclosure • Existing sewer and water lines, including size of lines • Proposed sewer and water lines, including size of lines • Location of existing and proposed fire hydrants • Location and widths of adjacent rights of way • Location and dimensions of easements	
	Two copies of a 24" x 36" Landscape Plan: • Existing landscaping • Proposed landscaping • Fences and/or walls • Irrigation System	
	One copy of a 11x17 Lighting: Photometric Plan and description of lighting. *Please note, all lighting in Middleton must be shielded downward.*	
	Architectural Plan showing exterior elevations and material board showing colors and materials to be used.	
	Recorded warranty deed showing proof of ownership	
	If a representative is submitting the application, provide a signed and notarized affidavit of legal interest.	
	Electronic copy of entire application on a USB	