



CITY OF MIDDLETON
 P O Box 487
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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: <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Existing landscaping • Proposed landscaping • Fences and/or walls • Irrigation System 	
	One copy of a 11x17 Lighting: Photometric Plan and description of lighting. <i>Please note, all lighting in Middleton must be shielded downward.</i>	
	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	