



**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  
**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.**

Applicant	Description	Staff
	Completed and signed Master Land Use Application	
	Fee: 2000 sf or less fee is \$375. If over 2000 s.f., fee is \$750	
	Narrative fully describing Architectural elements, materials, scale and design.	
	17x11 Elevation colored rendering of all four sides of building <ul style="list-style-type: none"> <li>If trash enclosure, show rendering of trash enclosure and follow requirements and standards of Republic Service.</li> </ul>	
	Site Pan with following items: <ul style="list-style-type: none"> <li>Property Boundary Line</li> <li>Location of Building with dimensions to property boundary</li> <li>Parking with dimensions showing at least 9'x21' stalls</li> <li>Location of trash enclosure with dimension of enclosure</li> <li>Add dimension to all sidewalks</li> </ul>	
	Warranty Deed showing proof of ownership	
	If the representative is submitting the application, provide an Affidavit of Legal Interest signed by the owner of record.	
	Electronic copy of entire application on a USB	

The Middleton Planning & Zoning Commission handles the Design Review for all Commercial Buildings. Applicant must bring a material board to the Planning & Zoning Meeting and present the design before the Commission.

Design Review applications must be submitted to the Middleton Planning Department at least 14 days before the Planning & Zoning Meeting where the Commission will consider the design.