



**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  
**Development Agreement / Modified  
 Development Agreement 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 following: <ul style="list-style-type: none"> <li>Proposed project and project name.</li> <li>Zoning requested.</li> <li>How the request is consistent with the Middleton Comprehensive Plan.</li> <li>Any variances or special use permits being requested.</li> </ul>	
	Scaled Vicinity Map of subject property	
	Legal description of subject property. <ul style="list-style-type: none"> <li>Legal description must be signed and stamped by a land surveyor registered in the State of Idaho</li> <li>Include scaled exhibit map showing the boundaries of the legal description</li> </ul>	
	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	
	<b>Two sets</b> 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.	
	Neighborhood Meeting Notice, sign-in sheet, and minutes summarizing discussion	
	Electronic copy of entire application via USB	