



**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  
**Lot Line Adjustment Checklist**  
 (Boundary Adjustment, Lot Consolidation or Lot Split)

Please submit all items listed below. Applications missing the following items will be deemed incomplete, **and the application will not be processed.**

Per MCC 5-4-9, lot splits and consolidations are not allowed if a public road must be dedicated or relocated.

Applicant	Description	Staff
	Completed and signed Master Land Use Application	
	Fee	
	Narrative fully describing the proposed project. Also include the following: <ul style="list-style-type: none"> <li>• Statement that no public roads will be relocated or dedicated.</li> <li>• Description of all easements existing on the lots.</li> <li>• Statement that adjusted lot(s) meet the dimensional standards set forth in the Middleton Code, e.g., frontage width, lot size...etc.</li> </ul>	
	Scaled vicinity map	
	Legal description for the new property boundaries. Include closure sheet.	
	Record of survey that includes: <ul style="list-style-type: none"> <li>• Total acreage</li> <li>• Existing property lines and proposed property lines</li> <li>• Square footage of new lots</li> <li>• Existing and proposed easements</li> <li>• Abutting streets and right-of-ways</li> <li>• Existing buildings along with a note showing the distance from the building(s) to the proposed lot line.</li> </ul>	
	Existing records of survey used and/or referenced (11x17 copy)	
	Recorded warranty deed showing proof of ownership	
	If a representative is submitting the application, provide a letter from all owners authorizing the representative to submit the application.	
	Electronic copy of entire application on a USB	
**	City will not grant final approval until City receives copies of the following: <ul style="list-style-type: none"> <li>• Recorded record of survey</li> <li>• Recorded deeds</li> </ul>	