



**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  
**Preliminary Plat 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 proposed project. Additionally: <ul style="list-style-type: none"> <li>• Please indicate whether a variance or special use permit is being requested along with the preliminary plat.</li> <li>• Describe requirements imposed by any Development Agreement, Covenants or other commitments.</li> <li>• Describe any anticipated adverse impacts on adjoining property.</li> <li>• Describe how the request is consistent with the Middleton Comprehensive Plan.</li> </ul>	
	Vicinity Map	
	Proposed Preliminary Plat (2 full size - 24x36 inch - paper copies & 1 electronic full-size copy provided on a USB)	
	Drainage Calculations - preliminary	
	Title Report/Commitment (Schedule B)	
	Landscape Plan	
	Preliminary Plat must comply with Middleton City Code 5-4-4	
	Warranty Deed showing proof of ownership	
	If owner is not the applicant, then representative must provide an Affidavit of Legal Interest showing the owner's authorization for 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.	
	Copy of neighborhood meeting notice, sign-in sheet, and minutes summarizing discussion	
	Traffic Impact Study if residential subdivision with more than 25 dwelling units.	
	Electronic copy of entire application on USB	