



**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 (3 full-size 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 a letter 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	