



**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

**Rezone 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 and zoning requested. Describe how request is consistent with the Middleton Comprehensive Plan	
	Scaled Vicinity Map	
	Legal description for each zoning designation. <ul style="list-style-type: none"> <li>• Legal Description must be stamped and signed 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 representative is submitting 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.	
	Copy of neighborhood meeting notice, sign-in sheet, and minutes summarizing discussion.	
	Electronic copy of entire application (Provide via USB)	