



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
Variance 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	
	<p>Narrative fully describing the proposed project. Include the following:</p> <ul style="list-style-type: none"> • Discussion of ordinances or standards affected by the variance. • Does the variance arise from something owner did? If so, what? • Explanation of any hardship circumstances that should be considered in this variance. Describe what unique or special conditions exist that deprive the owner from enjoying privileges commonly enjoyed by other lot owners in the same zone or vicinity. • Description of how the variance specifically relieves any undue hardship caused by a characteristic of the property site • Description showing that the variance will not unreasonably affect adjoining landowners in an adverse manner. 	
	Scaled Vicinity Map	
	Please note, depending on the variance, the Planning Department may require a site plan or other exhibit showing details relevant to the variance proposed.	
	Recorded warranty deed showing proof of ownership	
	If a representative is submitting the application, provide a letter from the owner authorizing the representative to submit an application.	
	One set 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 the neighborhood meeting notice, sign-in sheet, and minutes summarizing the discussion	
	Electronic copy of entire application (Provide via USB)	