



**Type of Review Requested (check all that apply)**

- Annexation/Deannexation
- Appeal/Amendment
- Comprehensive Plan Map Change
- Design Review
- Ordinance Amendment
- Rezone
- Special Use Permit
- Subdivision- Preliminary Plat
- Subdivision- Final Plat
- Subdivision- Short Plat
- Time Extension
- Variance
- Other \_\_\_\_\_

***STAFF USE ONLY:***

File number(s): \_\_\_\_\_

Project name: \_\_\_\_\_

Date filed: \_\_\_\_\_ Date complete: \_\_\_\_\_

Related files: \_\_\_\_\_

**Subject Property Information**

Address: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Prior Use of the Property: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_

**Applicant Information:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Agent Name: (e.g., architect, engineer, developer, representative) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

**Authorization**

Print applicant name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF  
*Caldwell, Idaho*

Planning & Zoning

ANNEXATION

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Please provide the following REQUIRED documentation:	Staff (v)
	Completed & signed Hearing Review Master Application	
	Narrative fully describing the proposed use/request, including current potable water supply and current sewage system	
	Recorded warranty deed for the subject property	
	Signed Property Owner Acknowledgement (if applicable)	
	Vicinity map, showing the location of the subject property	
	Site Plan	
	<b>The following are suggested items that may be shown on the site plan:</b>	
	• Property boundaries of the site	
	• Existing buildings on the site	
	• Parking stalls and drive aisles	
	• Sidewalks or pathways (proposed and existing)	
	• Fencing (proposed and existing)	
	Metes and bounds legal description for the site to be annexed in WORD format	
	Landscape Plan (if applicable)	
	Neighborhood Meeting sign-in sheet	
	All of the above items shall be submitted in 8 ½ x 11 paper format AND in electronic format (preferably PDF or Word) on either a jump drive or CD. Please be aware the jump drive or CD will become part of the file and will not be returned.	
	Fee	

<b><u>STAFF USE ONLY:</u></b>
Date Application Received: _____
Received by: _____
Proposed Hearing Date: _____
Hearing Body: _____

# Property Owner Acknowledgement

I, \_\_\_\_\_, the record owner for real property addressed as \_\_\_\_\_, am aware of, in agreement with, and give my permission to \_\_\_\_\_, to submit the accompanying application(s) pertaining to that property.

1. I agree to indemnify, defend and hold the City of Caldwell and its employees harmless from any claim or liability resulting from any dispute as to the statement(s) contained herein or as to the ownership of the property which is the subject of the application.
2. I hereby grant permission to City of Caldwell staff to enter the subject property for the purpose of site inspection(s) related to processing said application(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature)

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## CERTIFICATE OF VERIFICATION

STATE OF IDAHO        )  
  ) ss.  
County of Canyon     )

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2020, personally appeared before me \_\_\_\_\_, known or identified to me to be the person whose name is subscribed to the foregoing instrument, who, being by me first duly sworn, declared that she signed the foregoing document, and that the statements therein contained are true.

\_\_\_\_\_  
NOTARY PUBLIC FOR IDAHO

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_

# NEIGHBORHOOD MEETING FORM

## INSTRUCTIONS:

### Section 10-03-12: NEIGHBORHOOD MEETINGS:

- (1) Applicants shall conduct a neighborhood meeting prior to the first public hearing for any of the following: special use permit applications; variance applications; annexation applications; planned unit development applications; preliminary plat applications; and, rezone applications.
- (2) The neighborhood meeting shall be conducted after a round table meeting has been held, provided a round table meeting was required, and prior to the first public hearing related to the application. In no instances shall the application be heard at a public hearing until the neighborhood meeting has been held.
- (3) It shall be the sole duty of the applicant to provide written notice of a neighborhood meeting to all property owners or purchasers of record owning property within three hundred feet (300') of the exterior boundary of the subject property; except that in the case of variance applications only, written notice of a neighborhood meeting only needs to be provided to property owners immediately adjacent to the subject property. Notice of a neighborhood meeting shall be in addition to, and not combined with, notices already required by this chapter, and shall include the date, time, location and purpose of the meeting.
- (4) The purpose of the neighborhood meeting shall be to review the proposed project and discuss neighborhood concerns, if any.
- (4) The meeting shall not be on a holiday, a holiday weekend, or the day before a holiday or holiday weekend.
- (5) The meeting shall be held at one of the following locations:
  - A. On the subject property;
  - B. At a nearby available public meeting place including, but not limited to, a fire station, library, school, or community center; or
  - C. An office space with suitable meeting facilities if such facilities are within a one-mile radius of the nearest public meeting place.
- (6) The neighborhood meeting shall be conducted after a round table meeting has been held at the City, provided a round table meeting was required, and prior to acceptance of the application (except as listed in #2 above).
  - Notices of the neighborhood meeting shall be placed in the mail at least ten (10) days prior to the date of the neighborhood meeting.
- (7) The neighborhood meeting form shall be obtained from the Planning and Zoning Department and shall be completed and submitted to the Planning and Zoning Department when complete.

**NEIGHBORHOOD MEETING FORM**  
City of Caldwell Planning and Zoning Department  
621 E. Cleveland Blvd., Caldwell, ID 83605  
Phone: (208) 455-3021

Start Time of Neighborhood Meeting: \_\_\_\_\_

End Time of Neighborhood Meeting: \_\_\_\_\_

**Those in attendance please print your name and address. If no one attended, Applicant please write across this form "No one attended."**

**PRINTED NAME**

**ADDRESS, CITY, STATE, ZIP**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_

- 20. \_\_\_\_\_
- 21. \_\_\_\_\_
- 22. \_\_\_\_\_
- 23. \_\_\_\_\_
- 24. \_\_\_\_\_
- 25. \_\_\_\_\_

**Neighborhood Meeting Certification:**

Applicants shall conduct a neighborhood meeting for the following: special use permit applications; variance applications; annexation applications; planned unit development applications; preliminary plat applications that will be submitted in conjunction with an annexation, rezone or planned unit development application; and, rezone applications as per City of Caldwell Zoning Ordinance Section 10-03-12.

Description of the proposed project: \_\_\_\_\_

Date of Round Table meeting: \_\_\_\_\_

Notice sent to neighbors on: \_\_\_\_\_

Date & time of the neighborhood meeting: \_\_\_\_\_

Location of the neighborhood meeting: \_\_\_\_\_

**Developer/Applicant:**

Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accord with City of Caldwell Zoning Ordinance Section 10-03-12.

DEVELOPER/APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_