

COMMUNITY DEVELOPMENT DEPARTMENT

Planning & Zoning Division

Caldwell City Hall: 205 S 6th Avenue | Mail: PO Box 1179 Caldwell, ID 83606 | Phone: 208-455-3024 https://www.cityofcaldwell.org/Departments/Community-Development/Building-Safety-Division

Robin Collins, PCED, CBO | Community Development Director & Building Official

Master Land Use Application

This Master Land Use Application and specific land use checklists must be completed, with all required supplemental documents provided, prescreening passed, and fees paid for an application to be considered complete and accepted.

Hearing dates and codes utilized for review are based on the date is "complete and accepted".

Failure to submit all requested items (in legible form) may delay the processing of your application.

APPLICATION LEGEND:

- * = Public hearing(s) required
- ** = May require public hearing
- *** = City Council consent agenda

All others are considered Administrative Staff Level Reviews

I. Application Requests (check all that apply)

Admin Director Determination	Lot Split (Administrative)	Subdivision (Prelim) Plat*
Administrative Development Review ²	Lot Split (Simple)	Subdivision (Final) Plat***
Alternative Method of Compliance	Manufactured Home Community*	Subdivision (Short) Plat*
Annexation w/Zoning*	Mobile Food Unit (Individual)	Subdivision Plat Modification**
Business License (Permit)	Mobile Food Unit Park / Court	Subdivision Plat (Time Extension)
Certificate of Appropriateness*	Modification to Conditions of Approval**	Subdivision Plat (Renewal)
Comprehensive Plan (Map) Amendment*	Outdoor Dining Permit	Temporary Use Permit
Comprehensive Plan (Text) Amendment*	Parcel Consolidation	Traffic Impact Study Review
Deannexation*	Performance Bonding	Vacation (Easement)*
Design Review**	Planned Unit Development (New)*	Vacation (Plat Note) *
Development Agreement (New)*	Planned Unit Development (Modification)**	Vacation (ROW) *
Development Agreement (Modification)**	Public Art / Mural	Variance*
Development Agreement (Termination)*	Rezone* (Zoning Map Amendment)	Zoning Ordinance Text Amendment*
Home Occupation Permit (New)	Signs ¹	
Home Occupation Permit (Renewal)	Special Use Permit (New)*	
Lot Line / Boundary Line Adjustment	Special Use Permit (Modification)**	

Footnotes:

¹Freestanding, post/pole, or monument signs less than 6' in height. All other signs must be submitted through the building department.

²Used when not associated with other land use applications, when revisions to an approved (non-subdivision development) is being proposed, or when the land use schedules indicate the requirement for Administrative Development Review.

General Project / Site Information II.

						_
Project or Development Name: (for business licensing, use business name)						
Site Address(s): Upload separate attached sheet if more than six (6) site addresses						
Suite #s:						
Parcel #s:						
Total Acres:						
Prior Use of Property:						
Proposed Use of Property:						
Current Zoning of Subject Parcel(s): (check all that apply)	☐ RS-1 ☐ RS-2 ☐ -1 ☐ R-2 ☐ R-3	☐ C-1 ☐ C-2 ☐ C-3 ☐ C-4 ☐ H-C	□ M-1 □ M-2 □ I-P	□ D-CC □ C-CB □ T-N	□ A-D □ C-D □ H-D □ P-D	☐ Property in County List County Designation:

Proposed Zoning of Subject Parcel(s): (check all that apply)	 □ No Change □ RS-1 □ RS-2 □ R-1 □ R-2 □ R-3 	☐ C-1 ☐ C-2 ☐ C-3 ☐ C-4 ☐ H-C	□ M-1 □ M-2 □ I-P		□ D-CC □ C-CB □ T-N	□ A-D □ C-D □ H-D □ P-D	
Select the Overlay District for the Subject Parcel(s): (check all that apply)	□ Not in○ Verlay Zone□ APO-1□ APO-2	□ ED-1	□ FP-1	□ HD-1 □ HD-2 □ HD-3	□ SO-1 □ SO-2 □ SO-3	□ UD-1 □ UD-2 □ UD-3	
City of Caldwell	□ Neighborho	od 1		□ Downto)W/D		
Comprehensive Plan Designation of Subject Parcel(s): (check all that apply) Neighborhood 2 Neighborhood 3 Urban Neighborhood				□ Downtown□ Mixed Use Center□ Community Center□ Special Purpose			
Is/Are Subject Parcel(s) located within an "Area Hub" as indicated within the City of Caldwell Comprehensive Plan?							
□ Yes □ No							
III. Applicant I							
Note: If applicant is an LL	.C, proof of authoriz	ed signer will be	required fron	n the Secretary	of State.		
Name:							
Company Name: (if applicable)							
Mailing Address:							
Phone:		Email:					
Email Address:							
Applicants Relationsh Property Owner:	_] Property Ov] Purchaser [_	ent/Represent quests only)	rative	

IV. Property Owners' Info	rmation (if differen	t from applicant)	
N			_
Name:			
Mailing Address:			
Maining Address.			
I.			
Phone:	Email:		
Thore.	Lilian.		
V. Contractor / Develope	r Information (f	fill out, if applicable)	
Name			_
Name:			
			_
Company Name:			
(if applicable)			
			_
Mailing Address:			_
Phone:	Email:		
VI. Architect Information	(fill out, if applicable)		
	(m. cas, a spp. cas.c.)		
Name:			
Company Name:			
(if applicable)			
			_
Mailing Address:			
Phone:	Email:		
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VII. **Civil Engineer / Surveyor Information** (fill out, if applicable) Name: **Company Name:** (if applicable) Mailing Address: Phone: Email: Landscape Architect Information (fill out, if applicable) VIII. Name: **Company Name:** (if applicable) **Mailing Address:** Phone: Email:

By signing this application, I authorize employees/agents of the City to enter onto the property that is the subject of this application during regular business hours. The sole purpose of entry is to make an examination of the property that is necessary to process this application; and I certify that I am the owner of this property, the owner's authorized agent/representative, or the petitioner (if for a vacation). If acting as an authorized agent or representative, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such an application. I will comply with all provisions of the law and ordinance governing this type of application; and I certify that failure to submit all required documents in compliance with the checklist could result in delayed acceptance, processing, and hearing date timelines; and I certify that the information furnished by me as part of this application is true and correct to the best of my knowledge. I certify that I am the: ☐ Property Owner ☐ Authorized Agent / Representative ☐ Petitioner (Vacations Only) Applicant / Applicant's Representative Printed Name Date

IX.

Applicant Acknowledgement

Applicant / Applicant's Representative Signature



City of Caldwell Planning and Zoning Department

Phone: (208) 455-3021 | Web: www.cityofcaldwell.org

SPECIAL USE PERMIT CHECKLIST

The following items shall be included in the application submittal. Additional information may be required upon official review of the plans. Please check the box for each item listed below to confirm submission of the item listed.

SECTION 1: Filing Requirements

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政	All applications, checklists, plans and supporting documents must be submitted through our Online Permit Center.
Ŋ	All applications, checklists, plans and supporting documents shall follow the naming schematic as provided here.
	Filing fees (see Section 2 below)
M.	PDF Documents formatted in accordance with Section 5 below.
	All documents shall follow the naming conventions as shown here.
	CTION 2: Filing Fees r to the Planning Department fee list for most current fees.
d	Permit fees. Fees will be required to be paid once the application has been submitted and received by the epartment.
	CTION 3: Submittal Documents tems listed below are considered a minimum. Additional information may be necessary for clarification during the review ess.
A N	faster Land Use Application. Copy of a completed and signed master land use application.
∯ - A	pplication Checklist. Copy of a completed and signed application checklist
,	Copy of Deeds or Proof of Ownership. If the owner is a corporation or LLC, proof of the representative for the LLC or corporation will be required.
₽ P	Property Owner Acknowledgement. Signed Property Owner Acknowledgement form (if applicable)
ž N	leighborhood Meeting Information, including;
200	A copy of the letter sent to all owners, residents and associations within 500' of property A copy of the 500' mailing list

X A copy of the sign-in sheet, with your signature for certification



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4	all	gal Descriptions . Attach a legal description of the property including metes and bounds to the centerline of adjacent rights of ways. All legal descriptions shall be certified by a land surveyor registered to the State of aho.
E	De	etailed Site Plan, drawn to scale, showing:
		Location of all property lines and dimensions All streets and driveways All off-street parking, loading spaces, drive aisles, ramps, and sidewalks All trash enclosure locations All existing and proposed landscaping All existing and proposed buildings and structures with setbacks All utility locations. Specify location of any overhead utility lines on the property Location of all proposed sign with dimensions to property line
	sic	encept Building Elevations (if new construction or remodel): Colored building elevations of all four (4) les of buildings, indicating building heights, colors, materials, windows, doors, architectural features, and adscaping around buildings.
_ /	arc	ndscape Plan: Landscape plan, drawn to scale (no smaller than 1" = 50') and prepared by a landscape chitect, a landscape designer or a qualified nursery person. Landscape plans shall be stamped by a ensed landscape architect and including the following information:
		Streets, Setbacks and Easements: Show all streets, setbacks, and easements, Streets shall be identified by name. Dimension and label all right-of-way, setbacks, and easements
		Sight Visibility Triangles: Show and label all sign visibility triangles.
/		Storm Water Facilities and Berms: Show all storm water facilities and berms. Indicate berm heights, slopes and proposed landscaping
$\left\langle \right\rangle$		Off-Street Parking & Bicycle Parking: A note listing the required number of parking spaces and bicycle parking spaces, the provided number of parking spaces and bicycle parking spaces, and the circulation area required to serve the parking spaces with typical dimensions.
/		Existing Trees and/or Shrubs: Location of all existing trees and shrubs, and the approximate size and type of any existing trees and shrubs. Indicate by note which trees and/or shrubs will remain, if any.
		Existing and Proposed Structures: Location of all existing and proposed structures and a note of whether the existing structures will remain
N.	□ ⋌	Pathways: Location, width, and type of pathways, along with identification of all required pathway materials and landscaping callouts for micro pathways, major pathways, public pathways, regional pathways, and Indian Creek Corridor pathways (if applicable).



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		Open Space Exhibit: Separate open space exhibit clearly delineated using colored shading, so it is readily identifiable. The open space exhibit shall contain a table identifying:
	(□ The percentage and acreage of each individual areas of open space and if the open space is being calculated as qualified open space □ The total percentage and acreage of code required open space and qualifying open space in relationship to the gross area of the project □ The total percentage and acreage of proposed open space and qualifying open space in relationship to the gross area of the project □ The total percentage and acreage of proposed open space and qualifying open space in relationship to the gross area of the project
/		Public Amenities: Location, size, and types of new structures for recreational use (i.e., gazebos, water features, picnic areas, shuffleboard, etc.)
(School Bus Stops: Location of school bus stop areas within a common lot or common easement
		Public Transit Stops: Location of any public transit
/		Street Landscape Buffers: Location and width of all street landscape buffers. Include the location of all sod, trees, shrubs, plantings, and other materials proposed.
\		Landscape Buffers Between Land Uses: Location and width of all landscape buffers between different land uses. Include the location of all sod, trees, shrubs, plantings, and other materials proposed.
		Parking Lot Landscaping: Location and size of all landscape islands within parking lots, Include the location of all landscaping materials proposed
		Trash Enclosures: Location of all trash enclosures, to include details about screening and landscaping
\		Fencing: Location, height, color, and materials for all existing or proposed fencing
		Other Landscape Amenities: Provide location, size, type and description of all other landscape improvements such as berms, decorative rock, boulders, etc.
V		Landscape Schedule: Provide a table listing all of the locations, descriptions, types and numbers of landscaping products to be installed.
	hu	affic Impact Study: A traffic impact study will be required if the proposed development generates one ndred (100) or more peak hour vehicle trips; more than thirty thousand (30,000) square feet of commercial e; or more than fifty thousand (50,000) square feet of industrial use.
	un	te: The city may require an impact study, even if the aforementioned criteria are not exceeded to resolve ique circumstances. The city may also waive the requirement if, in the city's opinion, there are no trafficues to resolve.

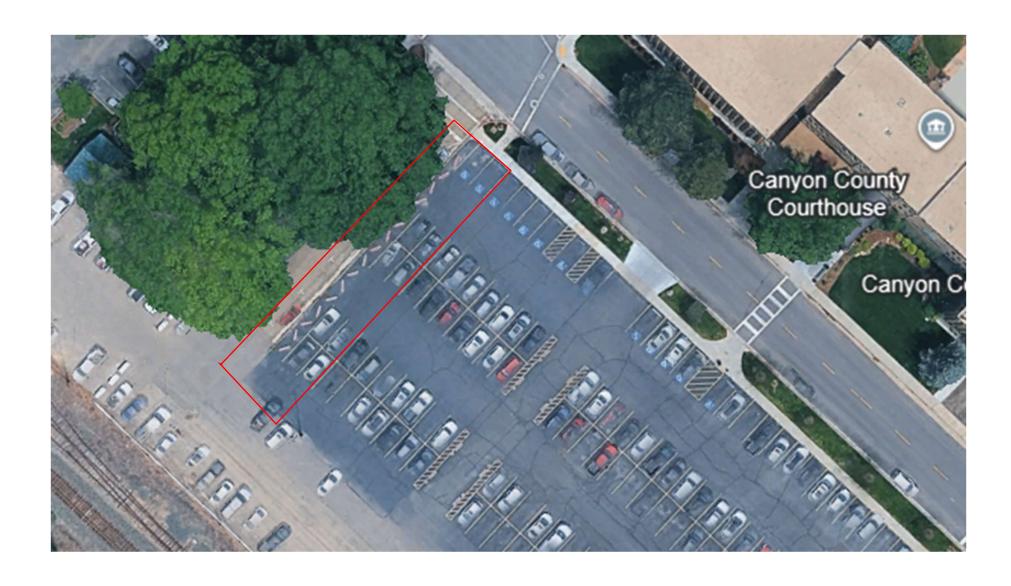


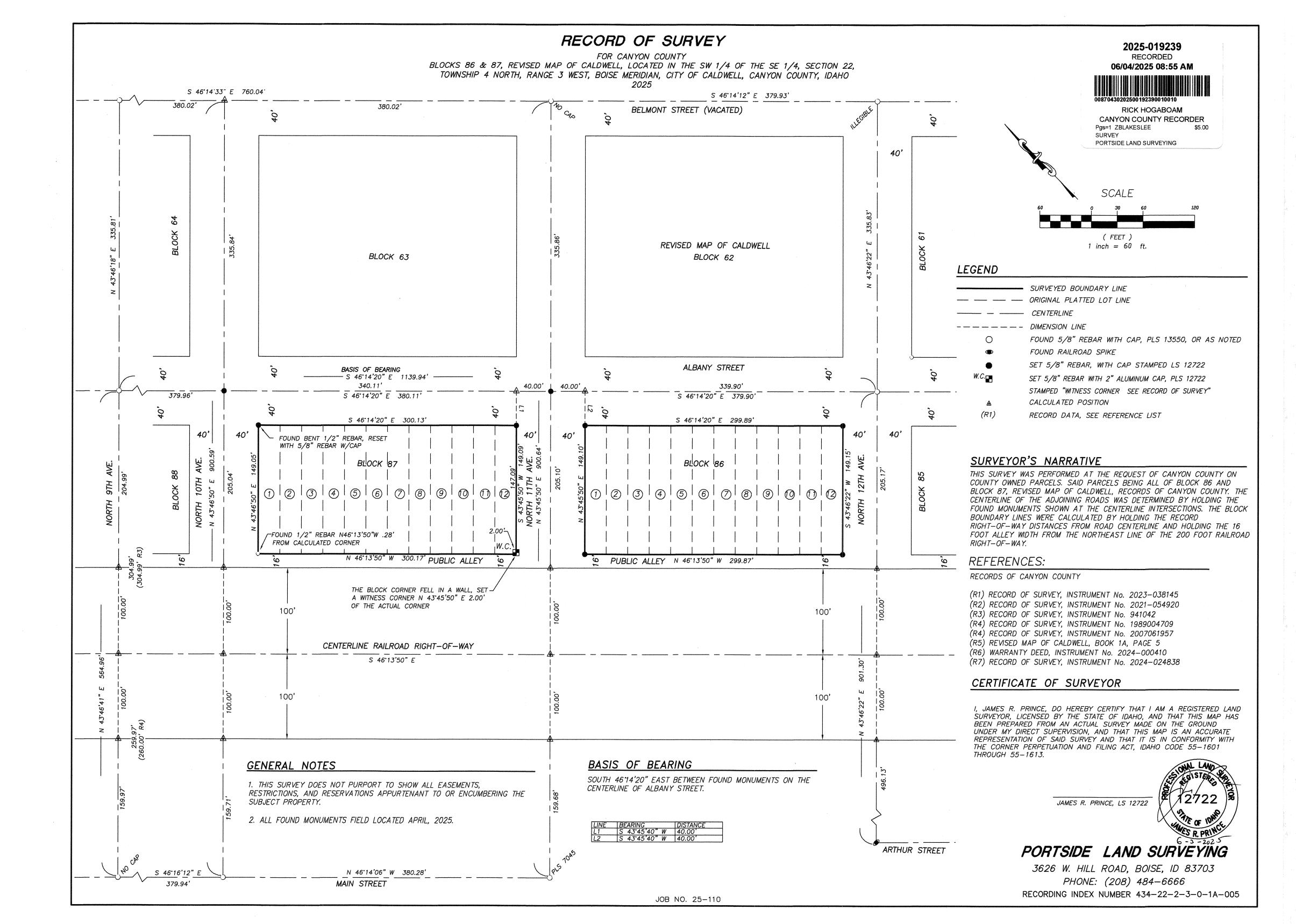
INVOICE

Permit #: SUP25-000016

Address: 1104 ALBANY ST

Fee	Account Code	Amount
P&Z Fees - SUP - Less than 1/2 acre (Base Fee)	10200	721.00
Fire Fees - SUP - Up to 1 acre	22025	102.79
Eng Fees - SUP - Less than 2 acres	12530	92.35
TOTAL	•	916.14







Canyon County FACILITIES MANAGEMENT

1115 Albany Street • Caldwell, Idaho 83605 Phone: (208) 454-7473 • Fax: (208) 454-6638

Special Use Permit – Food Trucks Narrative

August 12, 2025

To whom it may Concern,

This narrative serves to explain Canyon County's intention to provide food trucks on our property outside of the County Courthouse and Administration Buildings. We will be providing these trucks mainly as a service to our employees in these buildings, secondarily to the public who frequent the buildings for various reasons. The general public will also have access to them if they so choose.

All food trucks will be fully self-contained and require no outside power or water. They will be located on a County-Owned parcel across from the Courthouse Monday through Friday from roughly 7am – 3pm. There will be no trucks on the weekends.

These trucks are scheduled and funded through the Idaho Food Truck Association. The County does not pay for these trucks to be here. It is simply a service for employees and the local community.

Thank You,

Rick Britton

Facilities Manager

Canyon County (208)454-7473

Rick.Britton@canyonco

unty.id.gov

	Food Trucks - Neighborhood Meeting Sign In Sheet	Meeting Sign In Sheet		
	August 11, 2025	1025		
Name	Address	Phone #	E-Mail	
Ret Britten	1115 Albany St Caldwell	208-509-800	. A	4.00/
Desire Danie	11 / 11	208 591 0814	desirect brumland printonopurty id any	00.00
Auron W. J	11 11		70	30
Zolami Consenti	916 Albam	757-184-XOE	because to a out book con	
Daw,	b \(\)	1.7		
	2008			



Canyon County FACILITIES MANAGEMENT

1115 Albany Street • Caldwell, Idaho 83605 Phone: (208) 454-7473 • Fax: (208) 454-6638

Neighborhood Meeting Notification Letter

July 23, 2025

To the Adjoining Property Owners of Justice Park, located at the intersection of Albany St and 11th Avenue, Caldwell Idaho 83605, Parcel # R05150.

As you may know, the Board of County Commissioners are applying to the City of Caldwell for a Special Use Permit to operate Food Trucks in the area of Justice Park near the County Courthouse. The Food Trucks would be operating Monday – Friday from roughly 8am to 2pm.

In accordance with the procedures of the City of Caldwell Planning and Zoning Department, we have been directed to invite you to discuss this proposal. This will be an informal meeting to give you the opportunity to review the proposed plan and discuss the project with representatives from the County. This meeting will be held in addition to the established public meeting procedures of the City of Caldwell Planning & Zoning Department.

The meeting to discuss the proposed Canyon County Food Trucks Special Use Permit Application will be held on:

Monday, August 11, 2025 at 5:00 p.m. in the Public Meeting Room at the Canyon County Administration Building, located at 111 N. 11th Street in Caldwell Idaho, 83605

At this meeting, the County will explain the proposed Food Trucks, our request for a Special Use Permit Application, and discuss any concerns you have. We encourage you to attend this meeting and to share your thoughts.

Thank You.

Rick Britton Facilities Manager Canyon County (208)454-7473 Rick.Britton@canyonco

unty.id.gov

Name	Street	City	State	Zip	Parcel	Property
Jefferies Victor B Trustee	1818 Washington Ave	Caldwell	ID	83605	R0503500000	921 Albany Street
Thomas & Danielle Bingham 915 Albany Street		Caldwell	ID	83605	R0503400000	915 Albany Street
Coal Ice T LLC	1102 Grant Street	Caldwell	ID	83605	R0515300000	916 Albany Steet
Jeffrey & Deborah Gardner	1707 Fair Oaks Dr	Caldwell	ID	83605	R0510800000	1005 Main Street
Ronald & Christina Daseking	21113 Upper Pleasan Ridge Rd	Caldwell	ID	83607	R0510900000	1011 Main Street
Joyce Keeter	1017 Main Street	Caldwell	ID	83605	R0511100000	1017 Main Street
Creed Herbold	PO Box 1023	Meridian	ID	83680	R0511200000	1021 Main Street
Creed Herbold	PO Box 1023	Meridian	ID	83680	R0511300000	1101 Main Street
Constantina Olivo	1107 Main Street	Caldwell	ID	83605	R0511400000	1107 Main Street
Jesssie Estrada	1109 Main Street	Caldwell	ID	83605	R0511500000	1109 Main Street
Rocio Duran	1111 Main Street	Caldwell	ID	83605	R0511600000	1111 Main Street
Jose Marquez	1117 Main Street	Caldwell	ID	83605	R0511700000	1113 Main Street
Felix & Elosia Marquez	1117 Main Street	Caldwell	ID	83605	R0511800000	1117 Main Street
Joshua Murrey	23073 Freeezout Rd	Caldwell	ID	83607	R0511900000	1121 Main Street



PROPERTY OWNER ACKNOWLEDGEMENT

COMMUNITY DEVELOPMENT – PLANNING & ZONING – 205 S 6TH AVE, CALDWELL ID

I, Rickey Britton (Compon County) the recorded owner for reason 104 Albany St.	al property addressed
as 104 Albany 5t. City Colowell State Id Zip 83605, am aware of	of in agreement with
and give my permission to Rickey Britter	
accompanying application(s) pertaining to this property.	, to submit the
accompanying application(s) pertaining to this property.	
 I agree to indemnify, defend and hold the City of Caldwell and its employees harn or liability resulting from any dispute as to the statement(s) contained herein or as to t property which is the subject of the application. I hereby grant permission to City of Caldwell staff to enter the subject property fo inspection(s) related to processing said application(s). 	he ownership of the
Dated this 12 day of Aug. Ruchur Suit	, 20_25
(Signature)	
CERTIFICATE OF VERIFICATION	
STATE OF IDAHO)) ss.)	
I, Bery Kearsky, a Notary Public, do hereby	certify that on this
	appeared before me
Rickey Britton, known or identified to me to be the person who	se name is subscribed
to the foregoing instrument, who, being by me first duly sworn, declared that he/she/they	signed the foregoing
document, and that the statements therein contained are true.	
73 200	
NOTARY PUBLIC FOR IDAHO BECKY J KEARSLEY BECKY J KEARSLEY	
Residing at 1115 Albany St Carlow 1 10 NOTARY PUBLIC	
My Commission Expires (235529	1





610 South Kimball Avenue / Caldwell, Idaho 83605 / (208) 459-1651



WILLIAM H. HURST NXON CHTY RECORDER

RECORDED

201009723

WARRANTY DEED

For Value Received Jerry Johnson Jr., Investments I, a limited partnership

hereinafter referred to as Grantor, does hereby grant, bargain, sell, warrant and convey unto

County of Canyon, a political subdivision of the State of Idaho

, hereinafter referred to as Grantee, whose current address is 1115 Albany St., Caldwell ID 83605 the following described premises, to-wit:

Lots 1, 2 and 3 in Block 86 of CALDWELL ORIGINAL, according to the Revised Map of Caldwell, Idaho, filed November 27, 1885 and the Revised Map thereof, filed July 29, 1891, in Book 1 of Plats, Pages 5 and 20, respectively, records of Canyon County, Idaho.

To HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee(s), and Grantee(s) heirs and assigns forever. And the said Grantor(s) does (do) hereby covenant to and with the said Grantee(s), the Grantor(s) is/are the owner(s) in fee simple of said premises; that said premises are free from all encumbrances EXCEPT U.S. Patent reservations, restrictions, dedications, easements, rights of way and agreements, (if any) of record, and current years taxes, levies, and assessments, including irrigation and utility assessments, (if any) which are not yet due and payable, and that Grantor(s) will warrant and defend the same from all lawful claims whatsoever.

Dated: December 17, 2010

Jerry Johnson Jr., Investments I

Jerajd D. Johnson, Sr., General Partner

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County of Canyon

On this day of December, 2010, before me, the undersigned, a Notary Public, in and for said State, personally appeared Jerald D. Johnson, Sr., known and/or identified to me on the basis of satisfactory evidence, to be the general partner in the partnership of Jerry Johnson Jr. Investments I, and the partner who subscribed said partnership name to the foregoing instrument, and acknowledged to me that he/she/they executed the same in said partnership name.

WITNESS MY HAND AND OFFICIAL SEAL

Notary Public

Residing at: Wilder Commission Expires: 1-27-11

127-11 1212/2016

HUNSPERSEAL)





FUTURE CONFIGURATION - MULITPLE TRUCKS ALONG 11TH AVE

