



Type of Review Requested (check all that apply)

- Administrative Determination
- Business Permit
- Certificate of Compliance
- Home Occupation
- Mobile Food Unit
- Lot Line Adjustment
- Simple Lot Split
- Temporary Use
- Time Extension/Renewal
- Transient Merchant License
- Other _____

STAFF USE ONLY:

File number(s): _____

Project name: _____

Received by: _____ Date received: _____

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 (Business Owner): _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell: _____

Property 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: _____



Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Please provide the following REQUIRED documentation:	Staff (v)
	Completed and signed Administrative Review Application	
	Narrative fully describing the requested time extension/administrative renewal, including the following: <ul style="list-style-type: none"> ➤ That the request complies with Chapter 11-02-03(1)F of City Code ➤ Reasons for delay of the project ➤ Any other pertinent information to the request 	
	Warranty deed for the subject property	
	Signed Property Owner Acknowledgement (if applicable)	
	Vicinity map, showing the location of the subject property	
	Original Preliminary Plat, submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Proposed Preliminary Plat	
	Drawing detailing any changes between the original and proposed Preliminary Plat	
	Landscape Plan (if applicable)	
	Fee	

The application shall be reviewed by both the Planning & Zoning Director and the Public Works Director. The final decision shall be based on the criteria as listed in City Code: Chapter 11-02-03(1)F3 for Time Extensions and Chapter 11-02-03(1)F4 for Admin Renewals.

<p><u>STAFF USE ONLY:</u></p> <p>Public Works Director: <input type="checkbox"/> Approve <input type="checkbox"/> Deny</p> <p>Signature: _____</p> <p>Planning & Zoning Director: <input type="checkbox"/> Approve <input type="checkbox"/> Deny</p> <p>Signature: _____</p>

Property Owner Acknowledgement

I, _____, _____
(Name) (Address)

_____, _____
(City) (State)

being first duly sworn upon, oath, depose and say:

1. That I am the record owner, or authorized designee of the record owner of property located at

(Address)

and I grant my permission to:

_____, _____
(Name) (Address)

_____, _____
(City) (State)

to submit the accompanying application(s) pertaining to that property.

2. 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.
3. 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)