



**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: \_\_\_\_\_



CITY OF  
*Caldwell, Idaho*

Planning & Zoning

TRANSIENT MERCHANT

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 proposed use/request, including the following: <ul style="list-style-type: none"> <li>➤ Proposed days and hours of operation</li> <li>➤ Any and all types of items to be offered for sale</li> </ul>	
	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>	
	<ul style="list-style-type: none"> <li>• Property boundaries of the site</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing buildings on the site</li> </ul>	
	<ul style="list-style-type: none"> <li>• Parking stalls and drive aisles</li> </ul>	
	<ul style="list-style-type: none"> <li>• Proposed location of transient merchant facility, including signage</li> </ul>	
	Fee	

*The applicant shall comply with City Code: Chapter 10-02-13 at all times. Any violations of City Code, including but not limited to: hours of operation, signage, garbage accumulation, excessive noise and/or disturbances, shall render any approvals null and void. **The City Clerk will collect an additional \$25.00 fee for the License at the time the license is issued.***

**P&Z STAFF USE ONLY:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Transient Merchant License issued within the past 30 days for the site:  Yes  No

Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**FIRE DEPT. STAFF USE ONLY:**

Approve  Approved w/ Conditions  Deny

Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

# 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)