



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: _____



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	
	Recorded warranty deed for the subject property	
	Signed Property Owner Acknowledgement (if applicable)	
	Vicinity map, showing the location of the subject property	
	Site Plan	
	The following are suggested items that may be shown on the site plan:	
	• 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 rezoned	
	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	

STAFF USE ONLY:

Date Application Received: _____

Received by: _____

Proposed Hearing Date: _____

Hearing Body: _____

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)

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 _____