



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 & signed Administrative Review Application	
	Narrative fully describing the proposed use/request	
	Recorded warranty deed for the subject property	
	Affidavit of Legal Interest, signed & notarized by the property owner (if applicable)	
	Vicinity map, showing the location of the subject property	
	Site Plan (8 ½" x 11")	
	The following items must be shown on the site plan:	
	• Parking lot design & driveway access	
	• All existing & proposed structures on the site	
	• Placement of the mobile food unit	
	• Location of tables, chairs, trash receptacles, etc.	
	• Proposed traffic circulation pattern for ingress & egress	
	Copy of SWDH (Southwest District Health) Permit	
	Photograph of the Mobile Food Unit	
	Completed & signed Statement of Compliance	
	Copy of current vehicle registration, proof of insurance, and valid driver's license	
	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.

****ALL MOBILE FOOD UNITS MUST BE RENEWED ON AN ANNUAL BASIS****

P&Z STAFF USE ONLY:

Start Date: _____ End Date: _____

Comments: _____

Reviewed by: _____

FIRE DEPT. STAFF USE ONLY:

Approve Approved w/ Conditions Deny

Comments: _____

Reviewed by: _____



CITY OF
Caldwell, Idaho

Planning & Zoning

**MOBILE FOOD UNIT
STATEMENT OF COMPLIANCE**

List all proposed location(s) for the Mobile Food Unit (maximum of 4 sites allowed):

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I agree to operate the mobile food unit consistent with the standards set forth by the City of Caldwell. Those regulations are listed in City Code Section 10-02-13 and include (but are not limited to) the following:

- A. The mobile food unit or signage shall not be located within a vision triangle, sidewalk, public right-of-way, or street landscape buffer area. Off-premise signage is prohibited.
- B. The proposed use shall be in conformance with uses allowed in the underlying zone and shall not be located on a vacant lot.
- C. Applicants who will serve food or beverages shall first procure a permit from the Southwest District Health Department to ensure compliance with applicable health regulations.
- D. All mobile food units shall be maintained in compliance with all applicable City, county, state, and federal regulations, including without limitation fire, building, and electrical codes as well as health regulations.
- E. Mobile food unit shall be located on a non-combustible surface and must be at least twenty-five (25) feet away from combustible materials.
- F. Mobile food units shall not exceed 12 feet in height; 30 feet in length; 9 feet in width.
- G. Business hours shall be between the hours of 8 AM and 10 PM and the business shall be conducted in a manner that does not create excessive noise, light, dust, nuisance or other detriment to the quiet enjoyment of property in the vicinity.
- H. Any BBQ grill/range associated with a mobile food unit must be enclosed and permanently built into the mobile food unit. A range/hood fire suppression system must be utilized, unless alternate mitigation is approved by the Fire Department.
- I. Mobile food units must at all times be parked in a legal manner. Vending operations shall be conducted only to pedestrians unless drive up service is permitted by the Planning and Zoning Director or his/her designee.
- J. Mobile food unit must provide a sanitary sewage treatment plan. Wastewater may not be dumped or discharged on the premises, adjacent properties, or public right-of-way.
- K. All mobile food units shall be required to pass a Fire Safety inspection before opening for business.

I have read and understand the above standards, and certify that I will conduct my business in accordance with these standards. If I cannot meet these standards, I understand that the city will not allow my Mobile Food Unit to continue.

Applicant's signature: _____ Date: _____

Applicant's printed name: _____ Phone #: _____

Applicant's address: _____