



CITY OF
Caldwell, Idaho

Planning & Zoning

ADMINISTRATIVE REVIEW APPLICATION

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
- Other _____

<p><u>STAFF USE ONLY:</u></p> <p>File number(s): _____</p> <p>_____</p> <p>Project name: _____</p> <p>Date filed: _____ Date complete: _____</p> <p>Related files: _____</p>

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: _____



CITY OF
Caldwell, Idaho

Planning & Zoning

TRANSIENT MERCHANT

Business 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					
	Property Owner Acknowledgement (if applicable)					
	Vicinity map, showing the location of the subject property					
	Site Plan (8 1/2" x 11"): The following items must be shown on the site plan:					
	<table border="0"> <tr> <td>• Property boundaries of the site</td> <td>• Existing buildings on the site</td> </tr> <tr> <td>• Parking stalls and drive aisles</td> <td>• Location of structure on the site</td> </tr> </table>	• Property boundaries of the site	• Existing buildings on the site	• Parking stalls and drive aisles	• Location of structure on the site	
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• Parking stalls and drive aisles	• Location of structure on the site					
	Completed & signed Background Information Sheet (for applicant and each employee)					
	<p>Federal Bureau of Investigation (FBI) Background Check: Applicant shall request from the Idaho State Police (Bureau of Criminal Identification) a fingerprint-based national background check, understanding that the fingerprints will be submitted to the FBI for investigation.</p> <p>Fingerprint card and Privacy Statement from the FBI will be provided to the applicant by the City Clerk. Results will be submitted by the ISP to the City Clerk for review.</p> <p>The FBI background check is applicable for two years.</p> <p><i>Allow approximately 3 weeks for processing through the Idaho State Police/FBI.</i></p>					
	<p>Federal Bureau of Investigation (FBI) Privacy Statement: Applicant must sign the Idaho State Police Bureau of Criminal Identification – Noncriminal Justice Applicant Privacy Statement. (This form remains in the applicant's file.)</p>					
	Fee					

The applicant shall comply with City Code: Chapter 10-02-13 at all times. Any violations of City Code shall render any approvals null and void.

P&Z STAFF USE ONLY:

Start Date: _____ End Date: _____

Transient Merchant Certificate 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: _____



CITY OF *Caldwell, Idaho*

Planning & Zoning

TRANSIENT MERCHANT BACKGROUND INFORMATION SHEET

Date of Application: _____ Name of Company: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Driver's License #: _____ SS#: _____ Date of Birth: _____

Local Address _____ City _____ State _____ Zip _____

List last two addresses: _____

Email address: _____ Home Phone: _____ Cell: _____

Has a permit or license been revoked during the past five years? _____

If yes, where and when? _____

List any arrests for any crime, misdemeanor or violation of any municipal laws within the past five years.

<u>Date of Arrest</u>	<u>Place of Arrest</u>	<u>Charge</u>	<u>Disposition</u>

_____ *(initial)* I HAVE READ ALL THE ABOVE AND DECLARE UNDER PENALTY OF PERJURY THAT EACH AND EVERY STATEMENT MADE IS TRUE, CORRECT AND COMPLETE.

Signature of Applicant

Date

APPROVAL SIGNATURES (STAFF USE ONLY)						
REVIEWER	SIGNATURE	DATE	DETERMINATION			
CITY CLERK			APPROVED		DENIED	
POLICE CHIEF			APPROVED		DENIED	
Reasons for denial (if applicable): _____ _____						

ALL INDIVIDUALS MUST COMPLETE A SEPARATE BACKGROUND INFORMATION SHEET

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)