



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



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TEMPORARY USE

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 ½" x 11"): <b>The following items must be shown on the site plan:</b>	
	<ul style="list-style-type: none"> <li>• Parking lot design &amp; driveway access</li> <li>• Existing &amp; proposed structures</li> <li>• Placement of the Temporary Use</li> <li>• Location of tables, chairs, trash, etc.</li> <li>• Traffic circulation for ingress &amp; egress</li> </ul>	
	Copy of current SWDH (Southwest District Health) Permit (if applicable)	
	Copy of current vehicle registration and current proof of insurance (if applicable)	
	Photograph of the Temporary Use	
	Completed & signed Statement of Compliance	
	Completed & signed Background Information Sheet (for applicant and each employee)	
	<b>Federal Bureau of Investigation (FBI) Background Check:</b> 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.  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.  The FBI background check is applicable for two years.  <i>Allow approximately 3 weeks for processing through the Idaho State Police/FBI.</i>	
	<b>Federal Bureau of Investigation (FBI) Privacy Statement:</b> Applicant must sign the Idaho State Police Bureau of Criminal Identification – Noncriminal Justice Applicant Privacy Statement. (This form remains in the applicant's file.)	
	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.*

**\*ALL FACILITIES ASSOCIATED WITH THE TEMPORARY USE MUST BE REMOVED UPON EXPIRATION\***

<p><b><u>P&amp;Z STAFF USE ONLY:</u></b></p> <p>Start Date: _____ End Date: _____</p> <p>Comments: _____</p> <p>Reviewed by: _____</p>
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<p><b><u>FIRE DEPT. STAFF USE ONLY:</u></b></p> <p><input type="checkbox"/> Approve   <input type="checkbox"/> Approved w/ Conditions   <input type="checkbox"/> Deny</p> <p>Comments: _____</p> <p>Reviewed by: _____</p>
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TEMPORARY USE  
STATEMENT OF COMPLIANCE

Address of Proposed Temporary Use: \_\_\_\_\_

I agree to operate the Temporary Use 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. All 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 Temporary Uses 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. Temporary Uses shall be located on a non-combustible surface and must be at least twenty-five (25) feet away from combustible materials.
- F. Temporary Uses 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 Temporary Use must be enclosed and permanently built into the temporary use facility. A range/hood fire suppression system must be utilized, unless alternate mitigation is approved by the Fire Department.
- I. Temporary Uses 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. Temporary Uses 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 Temporary Uses shall be required to pass a Fire Safety inspection before opening for business.
- L. Temporary use facilities shall not move from the site during the course of their approved time period unless it is to refill fluids such as propane, or similar, necessary for the operation of the business or for other necessary repairs or maintenance to the vehicle that are unable to be made on site. The Planning and Zoning Department must be notified at least one business day prior to movement and shall be given the reason for the movement, how long the vehicle will be away from the site and when the vehicle will return to the site. The vehicle must return to the site in conjunction with the time frame given to the Planning and Zoning Department and return to the site in the exact location as it was previously.
- M. Once a temporary use license has expired, the facility shall be removed from the property on which it operated and shall not be replaced or relocated unless a new temporary use license application has been submitted and approved by city staff.

I have read and understand the above standards, and certify that I will conduct my business in accordance with these standards. Violation or non-compliance of any of these requirements will result in immediate revocation of the certificate unless there are extenuating circumstances as determined and approved by the Planning and Zoning Director or his/her authorized designee.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF *Caldwell, Idaho*

## Planning & Zoning

### TEMPORARY USE 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, \_\_\_\_\_, the record owner for real property addressed as \_\_\_\_\_, am aware of, in agreement with, and give my permission to \_\_\_\_\_, to submit the accompanying application(s) pertaining to that property.

1. 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.
2. 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)

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## CERTIFICATE OF VERIFICATION

STATE OF IDAHO        )  
  ) ss.  
County of Canyon     )

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 2020, personally appeared before me \_\_\_\_\_, known or identified to me to be the person whose name is subscribed to the foregoing instrument, who, being by me first duly sworn, declared that she signed the foregoing document, and that the statements therein contained are true.

\_\_\_\_\_  
NOTARY PUBLIC FOR IDAHO

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_