



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 _____

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: _____

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

MOBILE FOOD UNIT

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:	
	<ul style="list-style-type: none"> • Parking lot design & driveway access • Placement of the mobile food unit • Traffic circulation for ingress & egress 	<ul style="list-style-type: none"> • Existing & proposed structures • Location of tables, chairs, trash, etc.
	Copy of current SWDH (Southwest District Health) Permit	
	Copy of current vehicle registration, current proof of insurance and drivers license	
	Photograph of the Mobile Food Unit	
	State of Idaho Tax Commission – Certificate Resale Tax Number: Idaho Tax Commission at 800 Park Boulevard, Plaza IV- Boise: 208-334-7660	
	Completed & signed Statement of Compliance	
	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 Planning & Zoning. 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 - 4 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.

****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: _____

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)

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 _____



Idaho State Police

Bureau of Criminal Identification



NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from **CITY OF CALDWELL** that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website.

http://www.isp.idaho.gov/identification/crime_history/FrequentlyAskedQuestions-CriminalRepository.html.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

I do do not want a copy of the Privacy Act Statement.

Signature of Applicant

Date

700 S. Stratford Dr., Ste. 120
Meridian, ID 83642

Dec-11



CITY OF
Caldwell, Idaho

Planning & Zoning

**MOBILE FOOD UNIT
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



CITY OF
Caldwell, Idaho

GARRET NANCOLAS
Mayor

208.455.3011
(f) 208.455.3003

City Hall
411 Blaine Street
Caldwell, Idaho 83605

Post Office Box
P.O. Box 1179
Caldwell, Idaho 83606

For a list of the City
Council members, visit:
Website
www.cityofcaldwell.com

MEMORANDUM

TOPIC: FBI Background Check Process

FROM: April Cabello, Caldwell Planning & Zoning

1. Applicant will complete the Mobile Food Unit application and submit it to the Planning & Zoning Department.
2. The Planning & Zoning Department will review the application for completeness and to receive the appropriate attachments. (NOTE: The City of Caldwell application fee is not due until the application has been approved and a license is issued.)
3. A fingerprint card will be issued to the applicant with the proper coding upon submittal of the "noncriminal Justice Applicant Privacy Statement" document to the Planning & Zoning Department.
4. The applicant will take the fingerprint card to the Canyon County Department of Motor Vehicles located at 6107 Graye Lane in Caldwell or to the Idaho State Police located at 700 S. Stratford in Meridian. **A fee of \$10.00 will be paid directly to the above listed agency by the applicant.**
5. The applicant will return the fingerprint card to the Planning & Zoning Department and submit the processing fee of **\$33.25** to cover the expense of the background check with the FBI.

NOTE: Results from the FBI background investigation are sent directly to the City Clerk typically within a period of approximately **three to four weeks.**