



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 – **Renewal**
- 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 RENEWAL

Business Name:	File #:
Applicant/Agent:	

Applicant (v)	Please provide the following REQUIRED documentation:	Staff (v)
	Copy of current Certificate of Compliance	
	Narrative describing any proposed changes or new locations	
	Copy of current SWDH (Southwest District Health) Permit	
	Copy of current vehicle registration, current proof of insurance, and current driver's license	
	Updated FBI Background Check (if applicable, required every two years)	
	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.

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: _____

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 the 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

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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.**

The Treasure Valley