

CITY OF CALDWELL - PLANNING AND ZONING ROUNDTABLE REQUEST FORM

Pre-Application Meeting Request form for residential or commercial projects. Requests can be sent to: P&Z@cityofcaldwell.org

Project name: _____

Property Address: _____

Location/parcel number: _____
(MUST include parcel number if there is not an address)

Proposed acreage: _____ Zone: _____ Desired Zone: _____

New Construction - Sq. feet: _____ Commercial Industrial Residential

Please attach a development proposal, site plan, building elevations, floor plan with dimensions and square feet.

Describe the scope of the project: _____

Please list the following information for **all persons** who will be in attendance:

NAME:	EMAIL:	PHONE:	TITLE:

Owner/Applicant Information

Applicant name: _____

Address/City/State: _____

Phone: _____ Email: _____

Definition of a Round Table Meeting (per City Code Section 10-03-11): An informal pre-application meeting scheduled through the Planning and Zoning Department wherein staff from the Fire Department, Engineering Department, Building Department and Planning and Zoning Department are present to provide comments, ordinance requirements, code requirements, policies and standards to applicants relative to proposed projects. This meeting in no way represents approval, nor shall it be considered permission to proceed with any project. All comments and disclosures made at the Roundtable Meeting are subject to change once the application(s) or building permits have been received.

I certify that I have read and understand the process.

Owner/applicant signature: _____ Date: _____