



Operation Plan - City Clerk's Office:

1) ALCOHOL BEVERAGE LICENSES:

New or Transfer Alcohol Beverage License applications:

Submittal options for licenses:

- a. Submission of documents through the postal service or through email by the applicant (the applicant will need to make an appointment for their signature to be notarized on the application to complete the application)
- b. In person submission of paperwork by the applicant - by appointment only
- c. On-line payments will be available
- d. Finalized licenses will be mailed to the applicant through the postal service, or an appointment may be made to pick them up in person.

2) PERMIT APPLICATIONS:

Submittal options for permits (new or renewals):

- a. Submission of documents through the postal service or through electronic scan and e-mailing of documents by the applicant
- b. In-person submission of paperwork from the applicant – by appointment only
- c. FBI fingerprint cards will only be provided to the applicant by appointment
- d. On-line payments will be available
- e. Finalized permits/licenses will be mailed to the applicant through the postal service, or an appointment may be made to pick them up

3) PUBLIC MEETINGS - All regular and/or special meetings for City Council and the Urban Renewal Agency will continue as scheduled

4) NOTARY SERVICES - Notary Public Services will remain available by appointment

5) SPECIAL EVENT PERMITS will be issued for events held in public parks and spaces, where crowds of more than 250 persons are expected OR a road closure is requested for the event. Social distancing protocols will limit the number of participants in accordance with where the event will be held.

6) ALCOHOL BEVERAGE CATERING PERMITS will be issued for events held at a location within Caldwell City limits. Social Distancing protocols will limit the number of participants, and will be dependent on the size of the event venue (inside, outside, or a combination of both)

- 7) TRAIN DEPOT EVENT CENTER – The Caldwell Train Depot Event Center is available for rental for private events. Please note that social distance protocols only allow for 50 persons in the building at one time. When plans for an event utilize both the inside of the building and the outer plaza area, social distancing protocols allow for about 100 participants.**

- 8) TRAIN DEPOT INTERPRETIVE CENTER/MUSEUM – Monthly Open House events will continue; please visit the Caldwell Train Depot website page for current scheduling.**