



CITY OF
Caldwell, Idaho

Planning & Zoning

TIME EXTENSION/ADMIN RENEWAL

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed and signed Administrative Review Application	
	Narrative fully describing the requested time extension/administrative renewal, including the following: <ul style="list-style-type: none"> ➤ That the request complies with Chapter 11-02-03(1)F of City Code ➤ Reasons for delay of the project ➤ Any other pertinent information to the request 	
	Warranty deed for the subject property	
	Signed Property Owner Acknowledgement (if applicable)	
	Vicinity map, showing the location of the subject property	
	Original Preliminary Plat, submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Proposed Preliminary Plat, submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Drawing detailing any changes between the original and proposed Preliminary Plat, submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Landscape Plan (if applicable), submitted in 8 ½ x 11 paper format AND in electronic format (PDF)	
	Fee	

The application shall be reviewed by both the Planning & Zoning Director and the Public Works Director. The final decision shall be based on the criteria as listed in City Code: Chapter 11-02-03(1)F3 for Time Extensions and Chapter 11-02-03(1)F4 for Admin Renewals.

<p><u>STAFF USE ONLY:</u></p> <p>Public Works Director: <input type="checkbox"/> Approve <input type="checkbox"/> Deny</p> <p>Signature: _____</p> <p>Planning & Zoning Director: <input type="checkbox"/> Approve <input type="checkbox"/> Deny</p> <p>Signature: _____</p>
