



City of Caldwell

Community Development Department – Planning & Zoning Division

MASTER LAND USE APPLICATION

Please note that any land use action below marked with an asterisk (*) will require public hearing. Land use actions below marked with two asterisks (**) may require public hearing depending on the scope of project.

APPLICATION REQUESTS

Note: Please check all that apply.

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Director Determination <input type="checkbox"/> Administrative Development Review² <input type="checkbox"/> Alternative Method of Compliance <input type="checkbox"/> *Annexation w/ Zoning <input type="checkbox"/> Business License (Business Permit) <input type="checkbox"/> *Certificate of Appropriateness <input type="checkbox"/> *Comprehensive Plan Amendment <ul style="list-style-type: none"> <input type="checkbox"/> Text <input type="checkbox"/> Map <input type="checkbox"/> *Deannexation <input type="checkbox"/> **Design Review <input type="checkbox"/> Development Agreement <ul style="list-style-type: none"> <input type="checkbox"/> *New <input type="checkbox"/> **Modification <input type="checkbox"/> *Termination <input type="checkbox"/> Home Occupation Permit <ul style="list-style-type: none"> <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Lot Split <ul style="list-style-type: none"> <input type="checkbox"/> Administrative <input type="checkbox"/> Simple | <ul style="list-style-type: none"> <input type="checkbox"/> *Manufactured Home Community <input type="checkbox"/> Mobile Food Unit (Individual) <input type="checkbox"/> Mobile Food Unit Park / Court <input type="checkbox"/> Outdoor Dining Permit <input type="checkbox"/> Parcel Consolidation <input type="checkbox"/> Performance Bonding <input type="checkbox"/> Planned Unit Development (PUD) <ul style="list-style-type: none"> <input type="checkbox"/> *New <input type="checkbox"/> **Modification <input type="checkbox"/> Public Art / Murals <input type="checkbox"/> *Rezone (Zoning Map Amendment) <input type="checkbox"/> Signs¹ <input type="checkbox"/> Special Use Permit (SUP) <ul style="list-style-type: none"> <input type="checkbox"/> *New <input type="checkbox"/> **Modification <input type="checkbox"/> Time Extension <input type="checkbox"/> Subdivision Plats <ul style="list-style-type: none"> <input type="checkbox"/> *Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> *Short Plat (Regular) <input type="checkbox"/> *Short Plat (Condo) <input type="checkbox"/> **Plat Modification <input type="checkbox"/> Time Extension <input type="checkbox"/> Renewal | <ul style="list-style-type: none"> <input type="checkbox"/> Temporary Use Permit <ul style="list-style-type: none"> <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Construction Trailer <input type="checkbox"/> Model Home Sales Office <input type="checkbox"/> Storage Containers / Pods <input type="checkbox"/> Temporary Housing <input type="checkbox"/> Transient Merchant <input type="checkbox"/> Traffic Impact Study Review <input type="checkbox"/> Vacation of Easement and/or Right-of-way <input type="checkbox"/> *Variance <input type="checkbox"/> *Zoning Ordinance Text Amendment <input type="checkbox"/> Other, Please Describe: <hr/> <hr/> <hr/> |
|--|--|---|

¹Freestanding, post/pole, or monument signs less than 6' in height. All other signs must be submitted through the building department.

²Used when not associated with other land use applications, when revisions to an approved (non-subdivision development) is being proposed, or when the land use schedules or specific use provisions of the Code indicate the requirement for Administrative Development Review.



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PROJECT and SITE/PROPERTY INFORMATION

Project or Business Name:

Site Address (s):

Suite #:

Parcel #(s):

Total Acres:

General Location of Site:

Current Zoning of Parcel(s):

(Check all that apply)

- RS-1 RS-2 R-1 R-2 R-3 C-1 C-2 C-3 C-4 C-C
 DCB M-1 M-2 I-P A-D C-D H-D P-D T-N H-C

Property currently In County

Please list the current county zoning designation: _____

Overlay Districts:

(Check all that apply)

- APO-1 APO-2 Indian Creek Corridor Overlay
 Downtown Local Historic Area Steunenberg Historic District
 Floodplain Overlay None

City of Caldwell Comprehensive Plan Designation of Parcel(s):

(Check all that apply)

- Neighborhood 1 Neighborhood 2 Neighborhood 3
 Urban Neighborhood Community Center Mixed Use Center
 Downtown Employment Center Special Purpose

Are parcels located within an Area Hub as indicated on the City of Caldwell Comprehensive Plan?

- Yes No



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Description of Proposed Project / Request:

APPLICANT INFORMATION:

Name:

Company Name (if applicable):

Property Owner Authorized Agent Purchaser Petitioner (Vacations only)

Mailing Address:

Phone:

Email:

PROPERTY OWNERS' INFORMATION

(If an LLC, please provide documentation of being an authorized signer)

Not Applicable

Name:

Mailing Address:

Phone:

Email:



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DESIGNATED CONTACT PERSON

(Who will receive and disseminate all correspondence from the city)

Same as:

Applicant Property Owner Other

Name:

Company Name (if applicable):

Mailing Address:

Phone:

Email:

CONTRACTOR / DEVELOPER INFORMATION

Not Applicable

Name:

Company Name (if applicable):

Mailing Address:

Phone:

Email:

ARCHITECT INFORMATION

Not Applicable

Name:

Company Name (if applicable):

Mailing Address:

Phone:

Email:



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ENGINEER / SURVEYOR INFORMATION

Not Applicable

Name:

Company Name (if applicable):

Mailing Address:

Phone:

Email:

LANDSCAPE ARCHITECT INFORMATION

Not Applicable

Name:

Company Name (if applicable):

Mailing Address:

Phone:

Email:



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ACKNOWLEDGEMENTS

- By signing this application, I authorize employees/agents of the City to enter onto the property that is the subject of this application during regular business hours. The sole purpose of entry is to make an examination of the property that is necessary to process this application.
- I certify that I am the owner of this property, the owner's authorized agent, or the petitioner (if for a vacation). If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such an application. I will comply with all provisions of the law and ordinance governing this type of application.
- I certify that the information furnished by me as part of this application is true and correct to the best of my knowledge.

I am the: Property Owner Authorized Agent Petitioner (Vacations Only)

Applicant Signature: _____ Date: _____

Printed Name: _____



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Online Application Submittal Instructions

The City of Caldwell Planning and Zoning Department utilizes an online application portal for submission of all applications, documents, plans, and payment of fees.

Step 1:

- Log in or create an account in Citizenserve ([Citizenserve Users Guide](#))
- Select your permit and/or application type and enter in all required information.

Step 2

- Pay fees online via Citizenserve. You will receive an email from Citizenserve directing you to make a payment once staff have reviewed your application.

Drawing Submittal Instructions:

1. All plan sheets must be uploaded in PDF format only (no CAD, JPEG, TIFF, PNG, etc.)
2. All plan sheets must be to scale.
3. All plan sheets must be uploaded to Citizenserve.
4. All applications, checklists, calculations, reports, drawings, plans, and other supporting documents must be uploaded as single-sided pdf's and must be legible and in a high-definition format.
5. All documents and plans must follow the "Naming Schematic" as listed on the attached document.