



# City of Caldwell

Planning and Zoning Department

## MASTER LAND USE APPLICATION

*This Master Land Use Application and specific land use checklists must be completed, with all required supplemental documents provided and fees paid, for an application to be considered complete and accepted. Once accepted, all applications go through a pre-screening prior to being routed for the initial review.*

*Failure to submit all requested items (in legible form) may delay the processing of your application. Additional information may be required during pre-screening or after the review of your proposal.*

*Please note that any land use action below marked with an asterisk (\*) shall require public hearing(s).*

### APPLICATION REQUESTS

*Note: Please check all specific land uses actions below that you are applying for*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit (ADU)   | <input type="checkbox"/> Mobile Home Park                               | <input type="checkbox"/> Subdivision Plats                    |
| <input type="checkbox"/> Administrative Determination    | <input type="checkbox"/> Outdoor Dining Permit                          | <input type="checkbox"/> *Preliminary Plat                    |
| <input type="checkbox"/> *Annexation w/ Zoning           | <input type="checkbox"/> Parcel Consolidation                           | <input type="checkbox"/> *Final Plat                          |
| <input type="checkbox"/> Business License Permit         | <input type="checkbox"/> *Planned Unit Development (PUD)                | <input type="checkbox"/> *Short Plat (Regular)                |
| <input type="checkbox"/> *Certificate of Appropriateness | <input type="checkbox"/> New  | <input type="checkbox"/> *Short Plat (Condo)                  |
| <input type="checkbox"/> *Comprehensive Plan Map         | <input type="checkbox"/> PUD Modification                               | <input type="checkbox"/> Plat Modification <sup>3</sup>       |
| Amendment  | <input type="checkbox"/> Public Art / Murals                            | <input type="checkbox"/> *Replat                              |
| <input type="checkbox"/> *Deannexation                   | <input type="checkbox"/> *Rezone (Zoning Map Amendment)                 | <input type="checkbox"/> Time Extension                       |
| <input type="checkbox"/> Design Review                   | <input type="checkbox"/> Signs <sup>1</sup>                             | <input type="checkbox"/> Renewal                              |
| <input type="checkbox"/> *Development Agreement          | <input type="checkbox"/> Site Plan / Landscape Plan Review <sup>2</sup> | <input type="checkbox"/> Temporary Use Permit                 |
| <input type="checkbox"/> New                             | <input type="checkbox"/> *Special Use Permit (SUP)                      | <input type="checkbox"/> New <input type="checkbox"/> Renewal |
| <input type="checkbox"/> Modification                    | <input type="checkbox"/> New  | <input type="checkbox"/> Mobile Food Unit                     |
| <input type="checkbox"/> Termination                     | <input type="checkbox"/> Modification                                   | <input type="checkbox"/> Temporary Use Facility               |
| <input type="checkbox"/> Home Occupation Permit          | <input type="checkbox"/> Time Extension                                 | <input type="checkbox"/> Transient Merchant Facility          |
| <input type="checkbox"/> New                             |   | <input type="checkbox"/> Traffic Impact Study Review          |
| <input type="checkbox"/> Renewal                         |   | <input type="checkbox"/> *Variance                            |
| <input type="checkbox"/> Lot Line Adjustment             |   | <input type="checkbox"/> *Zoning Text Amendment               |
| <input type="checkbox"/> Lot Split                       |   |   |
| <input type="checkbox"/> Administrative                  |   |   |
| <input type="checkbox"/> Simple                          |   |   |

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

<sup>2</sup>Used when not associated with other land use applications, building permits, or construction drawing submissions.

<sup>3</sup>Replats are not considered plat modifications.



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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  
 M-1  M-2  I-P  A-D  C-D  H-D  P-D  T-N  H-C  
 County Zone: \_\_\_\_\_

**Overlay Districts:**  
*(if applicable)*

- APO-1  APO-2  HD-1  City Center Indian Creek Corridor  
 City Center Local Historic Area  None

**Is Parcel(s) in Floodplain:**

- Yes  No

**Description of Proposed Project / Request:**



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### APPLICANT INFORMATION:

Name:

Company Name (if applicable):

Owner  Authorized Agent  Purchaser

Mailing Address:

Phone:

Email:

### PROPERTY OWNERS' INFORMATION

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

Name:

Mailing Address:

Phone:

Email:

### 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:



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### CONTRACTOR / DEVELOPER INFORMATION

Name:

Company Name (if applicable):

Mailing Address:

Phone:

Email:

### ARCHITECT INFORMATION

Name:

Company Name (if applicable):

Mailing Address:

Phone:

Email:

### ENGINEER INFORMATION

Name:

Mailing Address:

Phone:

Email:

### LANDSCAPE ARCHITECT INFORMATION

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 or the owner's authorized agent. 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:  Owner  Authorized Agent

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.
1. 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.