

APPLICATION FOR COMPREHENSIVE PLAN MAP CHANGE

City of Caldwell Planning and Zoning Department

621 E. Cleveland Blvd., Caldwell, ID 83605

Phone: (208) 455-3021

PROPERTY OWNER: _____ PHONE: _____

PROPERTY OWNER ADDRESS: _____ City, State, Zip: _____

*PROPERTY OWNER EMAIL: _____
(*Requested so we may email the property owner our Staff Report)

DEVELOPER NAME: _____ PHONE: _____

DEVELOPER ADDRESS: _____ City, State, Zip: _____

*DEVELOPER EMAIL: _____
(*Requested so we may email the developer our Staff Report)

ENG/SURV/PLANNER NAME: _____ PHONE: _____

ENG/SURV/PLANNER ADDRESS: _____ City, State, Zip: _____

*ENG/SURV/PLANNER EMAIL: _____
(*Requested so we may email the engineer/surv/planner our Staff Report)

SITE PARCEL #: R _____
(The R number is the tax ID number and is obtained from the county assessor's office)

SITE ADDRESS: _____

TOTAL # OF ACRES BEING CLASSIFIED: _____ REQUESTED MAP CLASSIFICATION: _____

CURRENT COMPREHENSIVE PLAN MAP CLASSIFICATION: _____

I understand this application shall not be considered complete (nor shall a hearing date be scheduled) until all required information has been submitted and said information has been verified by the Senior Planner. All the information, statements, attachments and exhibits transmitted with this application are true to the best of my knowledge.

PROPERTY OWNER SIGNATURE _____ DATE _____

DEVELOPER SIGNATURE _____ DATE _____

ENG/SURV/PLANNER SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

Date Received: _____ Received by: _____

The following attachments MUST accompany this application or the application will not be accepted:

Developer Initials	P&Z Verified	
_____	_____	1. Site Plan – one 8 ½ x 11 and one 11x17 (must show all property lines, dimensions of all property lines, size of site, easements, existing buildings or structures if remaining with distances from property lines, existing fencing if remaining, proposed fencing if any, approaches, connectivity, parking layout if applicable, areas to be landscaped if applicable, must be drawn to scale with scale indicated, include north arrow and label all streets, must show at least two major cross streets).
_____	_____	2. Written description of request.
_____	_____	3. Copy of all pages of the recorded deed for the site (obtained from the Canyon County Recorder’s Office on the 2nd floor of the county courthouse).
_____	_____	4. Typed, in Word format and saved on a CD, the metes and bounds legal description for the site for which the Comprehensive Plan Map change is being requested.
_____	_____	5. List of property owners within 300’ of the site with names, addresses and ID numbers (obtained from the Canyon County Plat Room on the 3rd floor of the county courthouse).
_____	_____	6. 50% reduced copy of the assessor’s plat map for the entire section, township, range that the site sits in (must be obtained from the Canyon County Plat Room on the 3rd floor of the county courthouse).
_____	_____	7. Application Fee (checks payable to City of Caldwell. Please ask the Senior Planner for the correct application fee).

PLEASE NOTE: If this application is being submitted concurrently with an annexation, rezone or preliminary plat request, you do not need to submit the same attachments items twice.