



CITY OF  
*Caldwell, Idaho*

Planning & Zoning

SPECIAL-USE PERMIT

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Please provide the following REQUIRED documentation:	Staff (v)
	Narrative fully describing the proposed use/request	
	Recorded warranty deed for the subject property	
	Signed Property Owner Acknowledgement (if applicable)	
	Vicinity map, showing the location of the subject property	
	Site Plan <b>The following are suggested items that may be shown on the site plan:</b>	
	• Property boundaries of the site	
	• Existing buildings on the site	
	• Parking stalls and drive aisles	
	• Sidewalks or pathways (proposed and existing)	
	• Fencing (proposed and existing)	
	Floor Plan	
	Landscape Plan (if applicable)	
	Neighborhood Meeting sign-in sheet	
	All of the above items shall be submitted in 8 ½ x 11 paper format AND in electronic format (preferably PDF or Word) on either a jump drive or CD. Please be aware the jump drive or CD will become part of the file and will not be returned	
	Fee	

**STAFF USE ONLY:**

Date Application Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Proposed Hearing Date: \_\_\_\_\_

Hearing Body: \_\_\_\_\_