



CITY OF
Caldwell, Idaho

Planning & Zoning

VARIANCE

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Please provide the following REQUIRED documentation:	Staff (v)
	<p>Narrative fully describing the request, including the following:</p> <ul style="list-style-type: none"> ➤ Specific city code ordinance standard for the variance ➤ Reasons for the variance and the undue hardship ➤ Site-specific limitations and/or impediments on the property creating the undue hardship ➤ Any other pertinent information to the request. Please remember the applicant has the burden of proof to show why their request should be granted 	
	Warranty deed for the subject property	
	Signed Property Owner Acknowledgement (if applicable)	
	Vicinity map, showing the location of the subject property	
	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	

Variance Being Requested Please check one of the following:

<input type="checkbox"/> Minimum Lot Area (square feet) <input type="checkbox"/> Minimum Lot Width <input type="checkbox"/> Minimum Lot Frontage <input type="checkbox"/> Minimum front yard setback <input type="checkbox"/> Minimum rear yard setback <input type="checkbox"/> Minimum interior side yard setback <input type="checkbox"/> Minimum street side yard setback	<input type="checkbox"/> Maximum building height <input type="checkbox"/> Minimum required parking spaces <input type="checkbox"/> Any other zoning ordinance provision affecting the size or shape of a structure, building, placement of structure or building upon a lot, or size of the lot. Please specify: _____
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STAFF USE ONLY:

Date Application Received: _____

Received by: _____

Proposed Hearing Date: _____

Hearing Body: _____