



# PRELIMINARY PLAT CHECKLIST

The following items shall be included in the application submittal. Additional information may be required upon official review of the plans. Please check the box for each item listed below to confirm submission of the item listed.

## SECTION 1: Filing Requirements

---

- All applications, checklists, plans and supporting documents must be submitted through our [Online Permit Center](#).
- All applications, checklists, plans and supporting documents shall follow the naming schematic as provided in Section 8.
- Filing fees (see Section 2)
- Documents shall be formatted in accordance with Section 7.

## SECTION 2: Filing Fees

Refer to the Planning Department fee list for most current fees.

---

- Permit fees. Fees will be required to be paid once the application has been submitted and received by the department.

## SECTION 3: Submittal Documents

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

---

- Master Land Use Application:** Copy of a completed and signed master land use application.
- Application Checklist:** Copy of a completed and signed application checklist.
- Copy of Deeds or Proof of Ownership:** If the owner is a corporation or LLC, proof of the representative for the LLC or corporation will be required.
- Property Owner Acknowledgement:** Signed [Property Owner Acknowledgement form](#) (if applicable)
- Neighborhood Meeting Information:** This verification shall include:
  - A copy of the letter mailed by the applicant (min. 15 days prior to meeting);
  - A copy of the 500' mailing list indicating all notified owners, residents and associations; and
  - A copy of the sign-up sheet from the meeting and certification with your signature

Note: Neighborhood meetings must have been held within four (4) months of application submission.



**City of Caldwell**  
**Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

- Legal Descriptions:** Attach a legal description of the property including metes and bounds to the centerline of all adjacent rights of ways. All legal descriptions shall be certified by a land surveyor registered in the State of Idaho.
- Vicinity Map (to scale).** Provide a site/vicinity map that shows the location of the subject property, surrounding properties, and streets.
- Project Narrative.** Narrative fully describing the application request(s), the purpose of the development, existing site conditions, and what is being proposed.
- Preliminary Plat:** High resolution preliminary plat, to scale. See Requirements for Contents of Plat in **Section 4.**
- Landscape Plan:** High resolution landscape plan, to scale. See Requirements for “Contents of Landscape Plan” in Section 5.
- Site Plan (to scale):** Site plan, drawn to scale, showing.
  - Location of all property lines and dimensions.
  - All streets with street names
  - All existing and proposed buildings and structures
  - All setbacks
  - All utilities
  - All easements
- Building Elevations:** Colored concept elevations of all four (4) sides of buildings, indicating building heights, colors, materials, windows, doors, and architectural features.
- Site Photos:** Photographs of existing site conditions.
- Street Name Request Form:** A completed [street name request form](#). Below is a link for street and subdivision tables used for street naming approval. Names that are sound-alikes, duplicates, or names difficult to pronounce are not allowed. The table links are located just above the “Planning and Zoning Application Tracker.”  
<https://www.canyoncounty.id.gov/elected-officials/commissioners/development-services/dsd-gis/>
- Open Space Exhibit:** Open space exhibit shall clearly delineate using colored shading, so it is readily identifiable. The open space exhibit shall contain a table identifying:
  - The percentage and acreage of each individual areas of open space and if the open space is being calculated as qualified open space.
  - The total percentage and acreage of code required open space and qualifying open space in relationship to the gross area of the project.
  - The total percentage and acreage of proposed open space and qualifying open space in relationship to the gross area of the project.
- Landscape Exhibit:** Colored landscape exhibit showing all the open space, plantings, amenities, and pathways, and overlaid with dark colored phasing lines.



City of Caldwell  
Planning and Zoning Department

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

## SECTION 4: Preliminary Plat Content

---

- Plans to Scale:** All mapped data for the same plat shall be drawn at a scale suitable to ensure the clarity of all lines, bearings and dimensions, said scale typically being one hundred feet to an inch (100' = 1"). Whenever practical, scales shall be adjusted to produce an overall drawing measuring eighteen inches by twenty- four inches (18" x 24"), but not exceeding forty-two inches by sixty inches (42" x 60").
- Subdivision Name and Location:** The proposed subdivision name and location shall be provided on the plat and shall meet the following:
  - Said name shall not being a duplicate name of any other recorded subdivision within Canyon County or any of the cities in Canyon County.
  - Location of subdivision by section, township, and range; reference by dimension and bearing to a combination of two (2) section corners, quarter section corners, or recorded monuments. (Ord. 3374, 12-6-2021).
- Contact Information:** Name, address and phone number of property owner(s), subdivider, engineer, planner, and surveyor who prepared the plat, and any other professional persons involved in the subdivision.
- Scale, North Arrow and Plan Preparation Date:** Scale, north arrow and date of preparation including dates of any subsequent revisions.
- Vicinity Map (scaled):** Vicinity map drawn to a maximum scale of one-inch equals five hundred feet (1" = 500'), clearly showing the proposed subdivision or planned unit development configuration in relationship to, as well as, identifying and showing lot lines and street connections of all adjacent subdivisions, all arterial streets, all collector streets and bodies of water.
- Topography:** Topography based on NAVD 88 datum shown on the same map as the proposed subdivision layout. Contour lines shown at five-foot (5') intervals where land slope is greater than ten percent (10%) and at two-foot (2') intervals where land slope is ten percent (10%) or less, referenced to an established benchmark, including location and elevation.
- Existing Water:** Location of existing water wells and type, streams, canals, irrigation laterals, drainage facilities, private ditches, washes, lakes, and other water features; direction of flow; regulatory floodplain and floodway boundaries if any; and location and extent of known areas subject to inundation if any.
- Streets and Other Important Features:** Location, widths and names of all existing streets and location, arrows indicating direction of slopes, type of surface and existence of any curb, gutter, and/or sidewalks. Other important features such as railroads, utility rights of way and easements of public record, public areas, permanent structures to remain including water wells, and municipal corporation lines within or adjacent to the tract.
- Recorded Subdivisions with Common Boundaries:** Name, book, page number and lot line layout of any recorded adjacent subdivision having a common boundary with the tract.
- Table Schedule:** Table indicating:
  - Existing zoning classification of the tract with any requested zoning changes.
  - Total acreage of the entire subdivision
  - Total number of buildable lots by land use type.



**City of Caldwell**  
**Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

- Total number of common lots.
- Total gross acreage
- Minimum buildable lot size
- Average buildable lot size
- Dwelling units per gross acre.
- Subdivision Boundary:** The subdivision boundary with dimensions and bearings shall be based on an actual recorded field survey, performed within six (6) months of the preliminary plat application, and shall include the professional land surveyor stamp. Boundary problems shall be resolved prior to preliminary plat submittal. Stamping of the preliminary plat by the professional land surveyor pertains only to the boundary survey and should be noted as such.
- Public Dedications of Rights of Way or Easements:** Proposed location, width, dimensions and bearings, and use of all proposed easements within the subdivision. All existing easements with location, width, dimensions, bearings, use and instrument numbers. Designation of all land to be dedicated or reserved for public use with purpose indicated.
- Names, Addresses, and Tax Parcel Numbers:** Names, addresses and tax parcel numbers for all property owners within five hundred feet (500') of the exterior boundary of the subdivision, displayed visually on the plat in the appropriate locations.
- Utilities:** Storm drains and water supply mains, both proposed and existing, within and immediately adjacent to the subdivision. Approximate location of existing sanitary sewer facilities, manholes, lines, and any other sewer related facilities within and adjacent to the subdivision.
- Proposed Street Layout:** Proposed street layout, including location, width and proposed names of streets, common driveways, alleys, major pathways, micro pathways, and easements; pedestrian and vehicular connections to adjoining properties.
- Lot Layout:** Lot layout with dimensions to scale; dimensions of all corner lots and lots of curvilinear sections of streets; each lot and block numbered individually; each lot labeled with its individual lot acreage and square footage.
  - Graphically depict the minimum setbacks and describe them in legend.
  - Identify zero lot line properties.
- Land Use and Zoning Classification (for each area):** If plat includes land for which multi-family, commercial, industrial, or mixed use is proposed, such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any.
- Special Development Areas:** Appropriate information that sufficiently details the proposed subdivision within any special development area, such as:
  - Hillside
  - Floodplain
- On and Off-Site Improvements:** The proposed on and off-site improvements including water supply systems, sanitary sewer systems and stormwater drainage.
- Access and Approaches:** Width, spacing and location of all proposed approaches to the subdivision with type (example: full approach, right in/right out approach) of approach indicated.



**City of Caldwell**  
**Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

- Proposed Utility Methods:** Proposed utility methods for the following:
  - Sewage Disposal:** Such evidence relative to the design flows within the subdivision, and operation of the sanitary sewage facilities proposed. A statement as to the type of facilities proposed shall appear on the preliminary plat.
  - Water Supply:** Such evidence relative to the design, operation, volume and quality of the water supply and facilities proposed. A statement as to the type of facilities proposed shall appear on the preliminary plat.
  - Stormwater Disposal:** Such evidence relative to the design and operation of the stormwater disposal system. A statement as to the type of facilities proposed, and an indication of all areas to be used for treatment/disposal shall appear on the preliminary plat. All stormwater designs shall comply with the city's most recent "Stormwater Management Manual" as adopted by council as of the date of preliminary plat application submittal.
  - Irrigation System:** A statement describing the proposed irrigation system, consistent with section 10-07-12 of the Caldwell City Code, shall appear on the preliminary plat.
- Phasing Plan (if multi-phase development):** A colored phasing plan showing lots, streets, lot and block numbers, and street names. Include a table schedule indicating the following:
  - Number # of lots per phase.
  - Number of dwelling units and type of dwelling units per phase
- Acknowledgement:** Note acknowledging that, to the best of the preparer's knowledge, the preliminary plat meets all requirements of city code; or if said plat does not meet all requirements then the plat has been submitted as a planned unit development and any and all requested exceptions have been listed in detail as part of the planned unit development application or it is not a planned unit development but any exceptions as allowed in this chapter have been noted on the preliminary plat and specifically requested as a part of the application.

## **SECTION 5: Landscape Plan Content**

---

- Plan Preparation:** Landscaping plans shall be prepared by a landscape architect, a landscape designer, or a qualified nursery person; Landscape plans shall be stamped by a licensed landscape architect.
- Plan Size:** Detailed plan at a scale no smaller than one inch equals fifty feet (1" = 50')
- Streets, Setbacks and Easements:** Show all streets, setbacks, and easements, Streets shall be identified by name. Dimension and label all right-of-way, setbacks, and easements.
- Sight Visibility Triangles:** Show and label all sign visibility triangles.
- Storm Water Facilities and Berms:** Show all storm water facilities and berms. Indicate berm heights, slopes, and proposed landscaping.



**City of Caldwell**  
**Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

- Off-Street Parking & Bicycle Parking:** Include the following:
  - A note listing the required number of parking spaces and bicycle parking spaces.
  - A note listing the provided number of parking spaces and bicycle parking spaces. The provided number of parking spaces and bicycle parking spaces shall equal or exceed the required number of parking spaces and bicycle parking spaces.
  - Circulation area required to serve the parking spaces with typical dimensions.
- Existing Trees and/or Shrubs:** Location of all existing trees and shrubs, and the size and type of any existing trees and shrubs. Indicate by note which trees and/or shrubs will remain, if any.
- Street Landscape Buffers:** Location and width of all street landscape buffers. Include the location of all sod, trees, shrubs, plantings, and other materials proposed. Provide calculation for the minimum percentage of sod. All plantings shall be proposed in a way that appropriately landscapes the entire length of the buffer and shall not be clustered all in one single location.
- Planting Schedule:** A table indicating the type of trees, shrubs, and other vegetation. Indicate spacing, tree caliper, height and width at full growth, and gallon size of shrubs.
- Other Landscape Amenities:** Provide location, size, type, and description of all other landscape improvements such as berms, decorative rock, boulders, etc. For berms, please indicate the height and slope of the berm.
- School Bus Stops:** Location of school bus stop areas within a common lot or common easement.
- Public Transit Stops:** Location of any public transit
- Land Use Buffers:** Location and width of all landscape buffers between different land uses. Include the location of all sod, trees, shrubs, plantings, and other materials proposed.
- Parking Lot Landscaping:** Location and size of all landscape islands within parking lots, Include the location, type, and size of all landscaping materials proposed.
- Trash Enclosures:** Location of all trash enclosures, to include details about screening and landscaping.
- Screening:** Location of all mechanical equipment and the type of screening to be used.
- Fencing:** Location, height, color, and materials for all existing or proposed fencing.
- Existing and Proposed Structures:** Location of all existing and proposed structures and a note of whether or not the existing structures will remain.
- Pathways:** Location, width, and type of pathways, along with identification of all required pathway materials and landscaping callouts:
  - Micro Pathways
  - Major Pathways
  - Public Pathways
  - Regional Pathways
  - Irrigation Pathways
  - Indian Creek Corridor Pathways (if applicable)
- Include note that all pathways will be maintained by the homeowner's association.



**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

- Public Amenities:** Location, size, and types of new structures for recreational use (i.e., gazebos, water features, picnic areas, shuffleboard, etc.)

**SECTION 6: Information Tables**

---

GENERAL PROJECT INFORMATION	
Type of land uses within subdivision:	<input type="checkbox"/> Residential only <input type="checkbox"/> Commercial only <input type="checkbox"/> Industrial only  <input type="checkbox"/> Mixed-use ( <i>mix of residential and non-residential uses</i> )
Has your development / subdivision name, street names, and lot and block numbers been approved by the City of Caldwell Mapping Division?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If yes, have you made any changes or modifications to the previously approved pre-plat approved by Mapping?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the subdivision be phased?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how many phases are proposed?
Development timeline for full build out?	

LAND USE AND ZONING INFORMATION			
	Zoning Designation	Comp Plan Designation	Land Use
Existing (Subject Property)			
Proposed (Subject Property)			
North of Site			
South of Site			
East of Site			
West of Site			

PROJECT SPECIFIC INFORMATION			
	Number of Lots	Acres	Percent of "Net" Acres <i>Net acreage is the total acreage minus any public streets and public rights of way</i>
Residential Lots			
Commercial Lots			
Industrial Lots			
Common Lots			





**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

EXISTING AND PROPOSED BUILDING DATA						
	# of EXISTING buildings	# of PROPOSED buildings	# of EXISTING dwelling units	# of PROPOSED dwelling units	Max. Building Height	Total GROSS square footage of buildings
<b>Residential:</b>						
Single-family (detached) homes						
Townhomes						
Two-family ( <i>duplex</i> )						
Three-family residential ( <i>triplex</i> )						
Four, five and six family ( <i>fourplex, five plex, and six plex</i> )						
Multi-family (7 or > dwelling units) in a single building						
<b>Commercial</b>			N/A	N/A		
<b>Industrial</b>			N/A	N/A		
<b>Type of Commercial or Industrial Buildings:</b>			<input type="checkbox"/> Single-tenant buildings <input type="checkbox"/> multi-tenant buildings			

DENSITY AND OPEN SPACE			
Dwelling units per gross acre (Density):	Max. Allowed		Proposed
Total Open Space	% Required		% Proposed
			Acreage Proposed
Total "Qualifying" Open Space	% Required		% Proposed
			Acreage Proposed





**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

PARKING, LOADING AND PEDESTRIAN AMENITIES		
	Min. # Required	# Proposed
Electric vehicle parking spaces		
Off-street parking spaces		
Commercial loading spaces		
Industrial loading spaces		
Bicycle parking spaces:		
<b>Public Transportation:</b>	<i>Describe any public transportation facilities that are proposed.</i>	
<b>Public Amenities:</b>	<i>Describe any public amenities that are being proposed.</i>	



**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

LANDSCAPING AND PATHWAYS	
<b>Landscaping:</b>	<p><i>Please check all locations where landscaping will be provided</i></p> <p> <input type="checkbox"/> Parking lot    <input type="checkbox"/> Common areas    <input type="checkbox"/> Street landscape buffers  <input type="checkbox"/> Between different land uses    <input type="checkbox"/> Adjacent to Pathways  <input type="checkbox"/> Around building exterior         </p> <p>Other _____</p>
<b>Major Pathways:</b>	<p><i>Describe location, width, and landscaping.</i></p>
<b>Micro Pathways:</b>	<p><i>Describe location, width, and landscaping.</i></p>
<b>Public or Regional Pathways</b>	<p><i>Describe location, width, landscaping, and fencing per Bicycles and Pathways Master Plan.</i></p>



**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

**LANDSCAPE STREET BUFFERS**

Location <i>(Enter Street Name)</i>	Min. Width Required	Proposed Width	% of Sod Proposed	# of Trees Proposed	Min. Tree Spacing <i>(in feet)</i>	# of Shrubs Proposed	Min. Shrub Spacing <i>(in feet)</i>

**LAND USE BUFFERS**

Location	Proposed Buffer Width	% of Sod Proposed	# of Trees Proposed	Min. Tree Caliper at Planting	Min. Tree Spacing <i>(in feet)</i>	# of Shrubs Proposed	Size of Shrubs at Planting <i>(in gallons)</i>	Min. Shrub Spacing <i>(in feet)</i>
<i>North Property Line</i>								
<i>South Property Line</i>								
<i>East Property Line</i>								
<i>West Property Line</i>								

**SIDEWALKS**

Location (Street Name)	Existing Sidewalk?	Proposed Width	Type of Proposed Sidewalk
	<input type="checkbox"/> Yes <input type="checkbox"/> No If existing, specify width:		<input type="checkbox"/> Meandering <input type="checkbox"/> Attached <input type="checkbox"/> Detached
	<input type="checkbox"/> Yes <input type="checkbox"/> No If existing, specify width:		<input type="checkbox"/> Meandering <input type="checkbox"/> Attached <input type="checkbox"/> Detached
	<input type="checkbox"/> Yes <input type="checkbox"/> No If existing, specify width:		<input type="checkbox"/> Meandering <input type="checkbox"/> Attached <input type="checkbox"/> Detached
	<input type="checkbox"/> Yes <input type="checkbox"/> No If existing, specify width:		<input type="checkbox"/> Meandering <input type="checkbox"/> Attached <input type="checkbox"/> Detached



**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

UTILITIES INFORMATION	
<b>Domestic Water:</b>	<input type="checkbox"/> Individual Domestic Well – How Many?
	<input type="checkbox"/> Centralized Public Water System
	<input type="checkbox"/> City Municipal Water System
	<input type="checkbox"/> N/A
	<b>Nearest Water Line Connection:</b>
<b>Sewer (Wastewater):</b>	<input type="checkbox"/> Individual Septic
	<input type="checkbox"/> City Municipal Sewer
	<input type="checkbox"/> N/A
	<b>Nearest Sewer Line Connection:</b>
<b>Irrigation:</b>	<input type="checkbox"/> Surface
	<input type="checkbox"/> Irrigation Well
	<input type="checkbox"/> Pressurized
	<input type="checkbox"/> Gravity
	<input type="checkbox"/> N/A
	<b>Nearest Irrigation Connection:</b>
<b>Stormwater:</b>	<b>Irrigation District:</b>
	<input type="checkbox"/> Swales
	<input type="checkbox"/> Ponds
	<input type="checkbox"/> Borrow Ditches
	<input type="checkbox"/> Other, Explain:
<b>Stormwater Management:</b>	Does the site disturb one or more acres of land? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fire Suppression Water Supply Source:</b>	
<b>Sources of Surface Water on or Nearby Properties (i.e., creeks, ditches, canals, lake, etc.):</b>	



**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

INFRASTRUCTURE, AND PUBLIC SERVICES INFORMATION	
<b>Type of Site Access:</b>	<input type="checkbox"/> Street Frontage
	<input type="checkbox"/> Easement If easement, specify width: _____ Instrument # _____
<b>Street(s) Providing Access:</b>	
<b>Will Secondary Access for Fire be Provided:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:
<b>Internal Roads:</b>	<input type="checkbox"/> Public
	<input type="checkbox"/> Private
	<input type="checkbox"/> Internal Circulation
	<input type="checkbox"/> Road User's Maintenance Agreement Inst#
<b>School Districts Serving this Location:</b>	<input type="checkbox"/> Caldwell School District
	<input type="checkbox"/> Vallivue School District



<b>SPECIAL ON-SITE CHARACTERISTICS</b>			
	Yes	No	If yes, explain:
<b>Areas of Critical Environmental Concern?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Evidence of Erosion?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fish Habitat?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Floodplain?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Riparian Vegetation?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Steep Slopes?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Streams/Creeks?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Unique Animal/Plant Life?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Unstable Soils?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Wildlife Habitat?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Historic Buildings or Features?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Describe any other unique site characteristics:</b>			



## SECTION 7: PDF Formatting Requirements

---

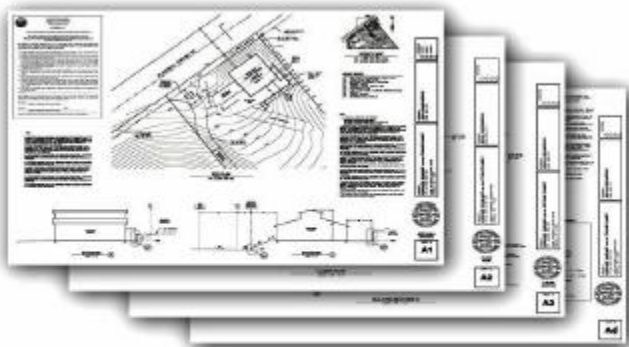
Portable Document Format (PDF) is the industry standard for electronic plans. The City of Caldwell only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the instructions carefully. Improperly formatted plans can delay the plan review process for your project.

**Layers:** No multiple layers. Layers must be merged or flattened.

**Format:** Vector-based files are preferred given the ability to scale these files.

**Resolution:** Min. of 300 pixels per inch (PPI)

**Grouping:** Multiple sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

✓Correct

**Labeling:** Each sheet of the plans must be labeled with the project name, contractor, and address of the subject site.





## **SECTION 8: Application Processes**

---

### **Application and document Submittal:**

All applications, checklists, required documents and plans shall be submitted through the online portal. [Application fees](#) may also be paid for through the online portal.

**NOTE:** All plans and documents shall be labeled correctly by using the standard naming schematic and shall be tied to the correct “document source” as specified in Table 1 below.

The software provider recommends utilizing Google Chrome. If you have any issues uploading documents on the portal, please contact the support line at 1-800-325-9818.

### **Revised Plans or Document Submissions:**

All revised plans shall be submitted through the online portal by going to your original application and clicking on it, then hitting the "upload documents" button.

**NOTE:** All revised plans shall be labeled correctly by using the standard naming schematic and shall be tied to the correct “document source” as specified in Table 1 below.

### **Application Prescreening:**

Once your application and required documents have been submitted, submittals will go through an initial pre-screening process to check to ensure all required documents as listed on the checklists have been completed in their entirety and that all documents and plans are in a high-quality legible format. An application submission WILL NOT be considered accepted, and date stamped until it has completed the pre-screening process.

### **Scheduling Initial Hearing Dates:**

The date of acceptance of an application is the date used to meet hearing deadlines for scheduling the initial TENTATIVE public hearing date.

Land use applications are not accepted until all required documentation has been submitted, fees have been paid, and the application submission has completed the “pre-screening” process.

**NOTE:** Hearing dates ARE NOT GUARANTEED AND ARE SUBJECT TO CHANGE OR DELAY based on the following:

- Current application backlog
- Number of hearings already scheduled for a particular date (only 2-3 hearings are scheduled per meeting)
- Outstanding redlines or correction items.



**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

- A land use application that was continued to a future hearing date (this may cause your application to get bumped out further)

**Online Submission Troubleshooting:**

1. I am having trouble uploading documents online?

*The software provider recommends utilizing Google Chrome. If you have any issues uploading documents on the portal, please contact the support line at 1-800-325-9818.*



**City of Caldwell  
Planning and Zoning Department**

Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

**TABLE 1: STANDARD DOCUMENT NAMING SCHEMATIC AND ASSOCIATED DOCUMENT SOURCE**

<b>CITY OF CALDWELL PLANNING AND ZONING - DOCUMENT NAMING SCHEMATIC</b>		
<b>Document Source</b>	<b>Initial Submittal Naming Schematic</b>	<b>Revised Plans Naming Schematic</b>
Application	Application_ProjectName_V1	<p>Revised plans/documents shall be labeled correctly by using a standard naming schematic of the "Type of Plan or Document Name" followed by the version number (V2, V3, V4, V5).</p> <p align="center"><i>Example:</i> PrelimPlat__ProjectName_V2</p>
Application Checklist	Checklist_ProjectName_V1	
Building Elevations	BldgElevations_ProjectName_V1	
Deeds / Proof of Ownership	OwnershipProof_ProjectName_V1	
Development Agreement	DevAgreement_ProjectName_V1	
Final Plat	FinalPlat_ProjectName_V1	
Floor Plans	FloorPlan_ProjectName_V1	
Gates and/or Private Roads Exhibit	PrivateRoadsExh_ProjectName_V1	
Preliminary Plat	PrelimPlat_ProjectName_V1	
Landscaping Plans	LandscapePlan_ProjectName_V1	
Landscape Exhibit	LandscapeExh_ProjectName_V1	
Landscape Renderings (3D)	LandscapeRenderings_ProjectName_V1	
Legal Description (metes and bounds)	LegalDescription_ProjectName_V1	
List of Proposed Street Name Document	StreetNameList_ProjectName_V1	
Mapping Exhibit	MappingExh_ProjectName_V1	
Narrative	Narrative_ProjectName_V1	
Neighborhood Meeting Sign-in Sheet and Certification	NeighborhoodMtgCert_ProjectName_V1	
Neighborhood Meeting Mailing List	NeighborhoodMtgList_ProjectName_V1	
Neighborhood Meeting Letter Sent	NeighborhoodMtgLetter_ProjectName_V1	
Open Space Exhibit	OpenSpaceExh_ProjectName_V1	
Pathway Exhibit	PathwayExhibit_ProjectName_V1	
Phasing Plan (subdivision or development)	PhasingPlan_ProjectName_V1	
Planned Unit Development Amenities Exhibit	AmenitiesExh_ProjectName_V1	
Property Owner Acknowledgement	OwnerAck_ProjectName_V1	
Roundtable (Pre-App) Meeting Notes/Minutes	RoundTableMtgNotes_ProjectName_V1	
Sign Calculations	SignCalcs_ProjectName_V1	
Sign Elevations	SignElevations_ProjectName_V1	
Site Photos	SitePhotos_ProjectName_V1	
Site Plan	SitePlan_ProjectName_V1	
Street Elevation Renderings (3D)	StreetElevations_ProjectName_V1	
Traffic Impact Study	TIS_ProjectName_V1	
Vicinity Map	VicinityMap_ProjectName_V1	
Zoning Property Report	ZoningReport_ProjectName_V1	
Zoning Verification Letter	ZoningVerificationLtr_ProjectName_V1	



**SECTION 9: Applicant Acknowledgement**

---

- I acknowledge that all items on the checklist are included in the submittal package and that all documents have been submitted as single-sided, high-resolution pdf documents; and
- I acknowledge that I have read, understand, and am in compliance with all standards, terms, and requirements listed in Caldwell City Code;
- I acknowledge that the applicant or the applicant’s representative IS REQUIRED to be present at all public hearings for this application; and
- I certify I am the:
  - Property Owner as the Applicant     Property Owner’s Agent / Representative

\_\_\_\_\_  
Applicant / Applicant’s Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant / Applicant’s Representative Signature