

NEIGHBORHOOD MEETING

FORM INSTRUCTIONS:

Applicants shall conduct a neighborhood meeting for any of the following types of applications PRIOR to and within four (4) months of the submission of the applications:

- Special use permit applications
- Variance applications
- Annexation applications
- Planned unit development applications
- Preliminary plat applications
- Appeal applications
- Comprehensive plan amendment applications
- Rezone applications.

Step 1:

Contact the Canyon County Assessor's office and obtain a list of all property owner's or purchasers of record owning property within 500' of the exterior boundary of the subject parcel or parcels, except that in the case of variance applications only, written notice of a neighborhood meeting only needs to be provided to property owners immediately adjacent to the subject property.

Step 2:

Determine a location, date and time for holding the neighborhood meeting. The meeting shall not be held on a holiday, a holiday weekend, or the day before a holiday or holiday weekend. The meeting shall be held at one of the following locations:

- A. On the subject property;
- B. At a nearby available public meeting place including, but not limited to, a fire station, library, school, or community center; or
- C. An office space with suitable meeting facilities if such facilities are within a one mile radius of the nearest public meeting place.

Step 3:

Mail out a neighborhood meeting notice utilizing the attached template to each property owner at least fifteen (15) days prior to the date of the neighborhood meeting.

Step 4:

Neighborhood Meeting: Hold the neighborhood meeting to discuss the proposed project and discuss any neighborhood concerns. Make sure that each person who attends the meeting signs the sign-in sheet provided in this packet. Make sure to have any concept plans available to visually show the attendees what the plans are for the subject property.

Step 5:

Once the neighborhood meeting has been held, the land use application(s) may be submitted to the Planning and Zoning Department. The applications must include a copy of the 500' mailing list obtained from the County, a copy of the sign-in sheet from the neighborhood meeting, the signed certification acknowledgement, and a copy of the letter that was sent to each property owner.

Attachments:

1. Neighborhood Meeting Invite Letter EXAMPLE
2. Neighborhood Meeting Invite Letter Template
3. Sign-In Sheet Template
4. Certification Acknowledgement Form

**NOTICE OF NEIGHBORHOOD MEETING
EXAMPLE**

9/12/2024

Joseph Preston
205 S. 6th Avenue
Caldwell, Idaho 83605

RE: Annexation, Rezone, Special Use Permit, Planned Unit Development and Preliminary Plat for a proposed mixed-use subdivision at 205 6th Avenue in Caldwell, Idaho.

To whom it may concern,

You are invited to a neighborhood meeting to discuss a project we are proposing near your property. The purpose of the meeting is to discuss the project, answer any questions, and listen to your feedback and suggestions.

Meeting Date: October 3, 2024

Meeting Time: 6:30 pm

Meeting Location: 205 S 6th Avenue, Caldwell, Idaho 83605

Project Summary: This project consists of a request for annexation of 1.04 acres of land into the City of Caldwell with an R-2 (Medium Density Residential) zoning, a rezone of .64 acres of land from R-1 (Low Density Residential) to R-2 (Medium Density Residential), a special use permit to allow for a multi-family development, and a planned unit development with a preliminary plat for a mixed-use subdivision that will include six (6) commercial lots, fifty-four (54) single family residential lots, and ten (10) lots for the development of thirteen (13) multi-family apartment buildings, each containing ten (10) dwelling units.

If you would like to contact us ahead of the meeting, please feel free to reach out to us at 208-555-5555 or by email at zoningforwarddevelopment@gmail.com

We look forward to hearing from you.

Thank you,

Duncan Pfiel, CEO
Zoning Forward Development LLC

NEIGHBORHOOD MEETING LETTER TEMPLATE

[Insert Date]

[Insert Property Owner Name]

[Insert Property Owner Mailing Address]

[Insert Property Owner City, State and Zip Code]

RE: Neighborhood Meeting Notice for Project in your Neighborhood

To whom it may concern,

You are invited to a neighborhood meeting to discuss a project we are proposing near your property. The purpose of the meeting is to discuss the project, answer any questions, and listen to your feedback and suggestions.

Meeting Date:

Meeting Time:

Meeting Location:

Project Summary: *[Insert a thorough description and summary of the proposed project]*

If you would like to contact us ahead of the meeting, please feel free to reach us at *[Insert Phone Number]* or *[Insert Email]*.

We look forward to hearing from you.

Thank you,

[Insert your name and contact information]

NEIGHBORHOOD MEETING SIGN-IN FORM
City of Caldwell Planning and Zoning Department
621 E. Cleveland Blvd., Caldwell, ID 83605
Phone: (208) 455-3021

Start Time of Neighborhood Meeting: _____

End Time of Neighborhood Meeting: _____

Those in attendance please print your name and address.

If no one attended, Applicant please write across this form "No one attended".

PRINTED NAME

ADDRESS, CITY, STATE, ZIP

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

17. _____

18. _____

19. _____

20. _____

NEIGHBORHOOD MEETING CERTIFICATION:

Applicants shall conduct a neighborhood meeting for the following: special use permit applications; variance applications; annexation applications; planned unit development applications; preliminary plat applications that will be submitted in conjunction with an annexation, rezone or planned unit development application; and, rezone applications as per City of Caldwell Zoning Ordinance Section 10-03-12.

Description of the proposed project:

Date of Round Table meeting: _____

Notice sent to neighbors on: _____

Date & time of the neighborhood meeting: _____

Location of the neighborhood meeting:

Developer/Applicant:

Name: _____

Address, City, State, Zip: _____

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accord with City of Caldwell Zoning Ordinance Section 10-03-12.

DEVELOPER/APPLICANT SIGNATURE _____

DATE _____