



DEVELOPMENT AGREEMENT CHECKLIST

The following items shall be included in any development agreement modification submittal. Additional information may be required, as indicated in your roundtable (pre-app) meeting or upon official review of the application and/or plans. Please check the box for each item listed below to confirm submission of the item listed.

SECTION I			
SUBMITTAL DOCUMENTS & RELATED PLANS		Applicant	Staff
Master Land Use Application	Copy of completed, signed and dated application	<input type="checkbox"/>	<input type="checkbox"/>
Application Checklist	Copy of completed, signed and dated checklist	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative	Narrative fully describing the proposed request, including but not limited to the reason for the development agreement modification.		
Proof of Property Ownership	Recorded Warranty Deed for the subject property showing proof of ownership, or evidence of property interest to subject property	<input type="checkbox"/>	<input type="checkbox"/>
Legal Description of Property	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 to the State of Idaho.	<input type="checkbox"/>	<input type="checkbox"/>
Property Owner Acknowledgement	If the signatory of the application is not the owner of the property, a notarized statement (property owner acknowledgement) must be signed by the legal owner of record and submitted with the application	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity Map (Scaled)	Scaled vicinity map showing the location of the subject property.	<input type="checkbox"/>	<input type="checkbox"/>
Original Development Agreement	Provide a copy of the original development agreement that was approved and recorded	<input type="checkbox"/>	<input type="checkbox"/>
Draft of Development Agreement Modifications	Provide a draft of the original development agreement to be modified with all proposed text deletions shown in strike-out format, and all proposed text additions shown in underlined format.	<input type="checkbox"/> Included <input type="checkbox"/> N/A	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS (Development agreement modifications where a new, standalone development agreement is proposed or required)		Applicant	Staff
Property Owner Information	Include the property owner information, including the mailing address information to be included in the new development agreement.	<input type="checkbox"/> Included <input type="checkbox"/> N/A	<input type="checkbox"/>
Legal Description of Property	Attach a legal description of the property subject to the new development agreement. Include: <ul style="list-style-type: none"> A metes and bounds description, stamped and signed by a registered professional land surveyor; AND A scaled exhibit map showing the boundaries of the legal description in compliance with the requirements of the Idaho State Tax Commission Property Tax Administrative Rules IDAPA 35.01.03.225.oh.h: OR If property is a lot and block within an existing subdivision, include a description of the lot and block along with an exhibit map/plat depicting the location of said lot and block 	<input type="checkbox"/> Included <input type="checkbox"/> N/A	<input type="checkbox"/>



**City of Caldwell
Planning and Zoning Department**

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Draft of NEW Development Agreement	Provide a draft of the new development agreement that is being proposed	<input type="checkbox"/> Included <input type="checkbox"/> N/A	<input type="checkbox"/>
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SECTION II

GENERAL INFORMATION

Original Project Name			
Original Annexation / Rezone Case Number:			
Original Ordinance #, Instrument # and Recording Date:	<i>Ordinance #:</i>	<i>County Instrument #:</i>	<i>County Recording Date:</i>
Original Development Agreement – Date of City Council approval, Instrument # and Recording Date	<i>Date of City Council Approval:</i>	<i>County Instrument #:</i>	<i>County Recording Date:</i>

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 copies; and

I acknowledge that additional information may be requested or required in order to have a full understanding of the request; and

I acknowledge that the applicant or the applicant’s representative **IS REQUIRED to attend all public hearings** for this application.

I certify this document has been acknowledged, signed and dated by the:

- Property Owner as the Applicant
 Property Owner’s Agent / Representative

Applicant / Applicant’s Representative Printed Name

Date

Applicant / Applicant’s Representative Signature