



# CITY OF CALDWELL - PLANNING AND ZONING ROUNDTABLE (CONCEPT MEETING) REQUEST FORM

For questions, please call 208-455-4664 or email [PZ@cityofcaldwell.org](mailto:PZ@cityofcaldwell.org)

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## MEETING OVERVIEW AND PURPOSE:

The Round Table meeting provides information and guidance for property owners, developers, and project designers who are considering development within the City of Caldwell. The meeting also acts as an opportunity for the City to provide a general overview of the development process and provide “preliminary” feedback on development proposals. We recommend the applicant and their technical team attend the meeting. Prior to this meeting, representatives from various departments will evaluate the information provided on this request form, along with the project documents submitted, and then provide comments at the meeting. These departments can include Planning, Engineering, Fire, Building Safety, Economic Development, Public Works, and GIS.

### Please Note:

- Round Table meetings are not formal plan reviews.
- The Round Table meeting in no way represents approval, to include approval of any site plans, elevations, plats, access points, streets, variances, or waivers of policy, etc., nor shall it be considered permission to proceed with any project.
- Round Table meetings shall not be construed as permission to proceed with any project.
- The intent of the roundtable meeting is to provide information in regard to city code, policies, and procedures, and to provide conceptual information based on the information provided by the applicant.
- All comments and disclosures made at the Roundtable Meeting are subject to change once the application(s) or building permits have been received and formally reviewed.
- Roundtable meetings are recorded and subject to public records requests. If you need a meeting to be kept confidential, please note this on your application. In the case of a confidential round table meeting, the meeting will not be recorded.

## PROCESS:

- Fill out the Round Table Request Form and Checklist in its entirety.
- Make sure to sign and date both the request form and the checklist.
- Gather all of the required documents for submittal (*you will need these to submit your request*)
- Go to the Online Portal to submit your request for a Round Table meeting.

## SCHEDULING:

- Round Table meetings are scheduled every Thursday between the hours of 9:00 a.m. p.m.
- All meetings are allotted approximately 45 - 50 minutes.
- Once a complete application request has been accepted by the city, applicants will receive the first available date and time.
- Round Table meetings **WILL NOT** be scheduled until the application and all required documents have been received, reviewed by the city, and deemed acceptable.



City of Caldwell  
 Planning and Zoning Department  
 621 Cleveland Blvd  
 Caldwell, Idaho

# ROUNDTABLE MEETING REQUEST FORM

## TYPE OF ROUNDTABLE REQUEST

New Roundtable Meeting  Follow-Up Roundtable Meeting

If this is a follow up Roundtable meeting, please provide the date of the previous roundtable meeting(s):  
 Previous Roundtable Meeting(s): \_\_\_\_\_

## PROPERTY INFORMATION

**Project Name:**

**Property Address:**

**Cross Streets:**

**Parcel Number (s):**

**Total Acreage:**

**Is Parcel(s) in Floodplain:**  Yes  No

**Are the Subject Parcel(s) currently located in city limits:**  Yes  No

**If no, are the Subject Parcel(s) located within the City's Impact Area:**  Yes  No

**Current Zoning:**

**Proposed Zoning:**

## TYPE OF DEVELOPMENT APPLICATIONS

*(check all that apply)*

- Annexation w/ Initial Zoning
- Comprehensive Plan Map Change
- Development Agreement Modification
- Lot Line/Boundary Line Adjustment
- Mobile Home Park
- Planned Unit Development (PUD)
  - PUD Modification
- Rezone (Zoning Map Amendment)

- Simple Lot Split
- Special Use Permit (SUP)
  - SUP Amendment
- Subdivision
  - Preliminary Plat  Final Plat
  - Short Plat  Condo Plat
  - Plat Modification / Replat
- Vacation
- Variance

## DEVELOPMENT PROPOSAL

*(Please check all that apply)*

<b>Current Use of Property:</b>	
<b>Proposed Use of Property:</b>	
<b>Type of Project:</b>	<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
<b>Proposed Land Uses:</b>	<input type="checkbox"/> SF-Detached <input type="checkbox"/> SF-Attached/Townhomes <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex – Sixplex <input type="checkbox"/> Apartments (7 or more units in a single building) <input type="checkbox"/> Condominiums
<b>Type of Improvements:</b>	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Converting Residential to Commercial
<b>Existing Buildings on Site:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will the existing buildings remain? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Site Has:</b>	<input type="checkbox"/> Historic Buildings <input type="checkbox"/> Natural Features (canals, streams, drains, etc)
<b>Proposed Location of Site Access:</b>	
<b>Does any of the Following Exist on the Site?</b>	<u>Curb, Gutter &amp; Sidewalk:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe width of sidewalk and location:
	<u>Utilities:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe type and location:
	<u>Landscaping:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe type and location:



# ROUNDTABLE MEETING REQUEST FORM

## RESIDENTIAL DEVELOPMENT PLAN SPECIFICS

*(If applicable)*

<b>Townhomes &amp; SF Detached</b>	# of Dwelling Units:	Max. Building Height:	
<b>Duplex</b>	# of Buildings:	# Dwelling Units:	Max. Building Height:
<b>Triplex</b>	# of Buildings:	# of Dwelling Units:	Max. Building Height:
	Buildings Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>4-Plex</b>	# of Buildings:	# of Dwelling Units:	Max. Building Height:
	Buildings Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>5-Plex</b>	# of Buildings:	# of Dwelling Units:	Max. Building Height:
	Buildings Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>6-Plex</b>	# of Buildings:	# of Dwelling Units:	Max. Building Height:
	Buildings Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Multi-Family (7 or &gt; units in single building)</b>	# of Buildings:	# of Dwelling Units:	Max. Building Height:
	Buildings Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Open Space &amp; Density</b>	Density:	Acres of Open Space:	% of Qualifying Open Space:

## COMMERCIAL / INDUSTRIAL DEVELOPMENT PLAN SPECIFICS *(If applicable)*

<b>Commercial</b>	<input type="checkbox"/> Single Tenant Building(s) <input type="checkbox"/> Multi-Tenant Buildings		
	# of Buildings on Site:	Total Square Footage Of Commercial on Site:	
	Will Buildings be Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proposed Commercial Land Uses:		

<b>Industrial</b>	<input type="checkbox"/> Single Tenant Building(s) <input type="checkbox"/> Multi-Tenant Buildings	
	# of Buildings on Site:	Total Square Footage Of Industrial on Site:
	Will Buildings be Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Proposed Industrial Land Uses:	

**DEVELOPMENT QUESTIONS**

1.	Have you spoken with a Planner or other City staff member regarding this site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who?
2.	Has this project been through the city process in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date:    Application #s:
3.	Have you hired a professional engineer/architect to design your project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who?
4.	Does the subject parcel (s) have an existing Development Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Does the subject parcel (s) have an existing Municipal Services Agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6.	Do you have a preliminary plan prepared? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7.	Will this project trigger a Traffic Impact Study? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*A traffic impact study will be required if the proposed development generates one hundred (100) or more peak hour vehicle trips; more than thirty thousand (30,000) square feet of commercial use; or more than fifty thousand (50,000) square feet of industrial use.</i>
8.	If a traffic impact study has been done or will be required, has the TIS already been submitted to the City of Caldwell Engineering Department for review? <input type="checkbox"/> Yes <input type="checkbox"/> No <i><b>Note:</b> If you will be submitting for approval of a project that requires a traffic impact study, we recommend submitting the traffic impact study as early as possible in advance of the development applications to allow for an initial review by the engineering department. Land use development applications submitted that did not have an initial review of the traffic impact study will result in longer review times of your land use applications, and a delay in the scheduling of the 1st public hearing.</i>

**Please check all departments you feel are necessary to have present at the Round Table meeting:**

Planning & Zoning    Building    Fire    Engineering    Economic Development    Mapping / Addressing



City of Caldwell  
Planning and Zoning Department  
621 Cleveland Blvd  
Caldwell, Idaho

# ROUNDTABLE MEETING REQUEST FORM

## REQUESTED INFORMATION

*Please list any questions or information you are looking for from staff:*

1.

2.

3.

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15.





City of Caldwell  
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# ROUNDTABLE MEETING REQUEST FORM

## APPLICANT ACKNOWLEDGEMENTS

*Please check all the boxes below, and print, sign, and date the bottom of the application.*

- I, as the applicant and representative of this project, certify that I have read the Round Table meeting process and understand it is an informal preliminary concept review meeting where city staff will provide preliminary feedback and comments to the applicant based on the concept information provided to city staff at the time of the meeting; and
- I acknowledge and agree the Round Table meeting in no way represents approval, final requirements for the project, or permission to proceed with any project; and
- I acknowledge and agree that all comments, information, guidance, and disclosures made at the Round Table Meeting are subject to change once a formal application package has been received and accepted by the City, and all applicable city departments have completed their review; and
- I acknowledge that when applications are submitted, the application date is based on when all required documents have been received and deemed complete, and all fees have been paid; and
- I acknowledge that if a Traffic Impact Study is required, I may submit this application as a separate “pre-submittal” to get the review started earlier and that failure to submit the Traffic Impact Study for review prior to the full development submittal will result in longer review times of your land use applications, and may cause a delay in the scheduling of the 1st public hearing.

Applicants (Printed Name): \_\_\_\_\_

Company Name (if not the property owner): \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## ROUNDTABLE MEETING CHECKLIST

### REQUIRED SUBMITTAL DOCUMENTS

The following <b>ARE REQUIRED</b> for a Roundtable Meeting. Please note that the level of detail provided in the comments from City staff is dependent on the level of information provided on the application, within the project narrative, on the concept plans.		<b>Applicant</b> <i>Please check each box to confirm submission</i>
<b>Roundtable Request Form</b>	Copy of completed, signed and dated application	<input type="checkbox"/>
<b>Roundtable Checklist</b>	Copy of completed, signed and dated checklist	<input type="checkbox"/>
<b>Detailed Letter of Explanation</b>	The project narrative should provide all information necessary to allow for a thorough understanding of the proposed activity/development. Include a written discussion/background of the project, description of existing and proposed uses, and description of proposed land use requests, and describe any specific questions for staff. The narrative should include information regarding any previous land use application approvals or denials, permits issued, or development agreements that are applicable to the subject site.	<input type="checkbox"/>
<b>Concept Site Plan</b>	Conceptual site plan showing location of all property lines, existing and proposed buildings, utilities, setbacks, easements, and streets with street names.	<input type="checkbox"/>
<b>Vicinity Map</b>	Provide a vicinity map of the project site location	<input type="checkbox"/>

### OPTIONAL SUBMITTAL DOCUMENTS

The following <b>ARE NOT REQUIRED</b> for a Roundtable Meeting, however the more information and conceptual drawings that can be provided, the greater level of detail we can provide in advance of the formal application submittals.		<b>Applicant</b> <i>Please check the box for any items listed below that will accompany your request</i>
<b>Concept Development Plan or Preliminary Plat</b>	A conceptual development plan or concept preliminary should be submitted if proposing to do a subdivision plat or planned unit development. The development plan or preliminary plan should include: <ul style="list-style-type: none"> <li>• All property lines</li> <li>• Lot sizes and frontage dimensions</li> <li>• All streets, rights of ways and easement locations</li> <li>• All proposed landscaping, access, utilities, sidewalks, &amp; pathways</li> <li>• Phase lines</li> <li>• Access locations</li> <li>• Location of waterways (creeks, drains, streams, etc)</li> </ul>	<input type="checkbox"/>
<b>Concept Building Elevations</b>	Showing height, colors, and materials.	<input type="checkbox"/>
<b>Concept Building Floor Plans</b>	Showing use of each room, square footage, and dimensions.	<input type="checkbox"/>



**City of Caldwell**  
**Planning and Zoning Department**  
621 Cleveland Blvd., Caldwell, Idaho, 83605  
Phone: (208) 455-3021 | Web: [www.cityofcaldwell.org](http://www.cityofcaldwell.org)

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included as part of our roundtable request submission.

I am the:     Property Owner and Applicant     Property Owner's Agent / Representative

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant / Applicant's Representative Signature