



## Annexation Application

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Applicants Name \_\_\_\_\_

- Applicant** is other than owner
- If applicant is other than the owner, a notarized authorization statement with current address must accompany this application.

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Location of project \_\_\_\_\_

Current Zoning/ Use of Property \_\_\_\_\_

Area /Size of Subject Property \_\_\_\_\_

Proposed Zoning and Proposed Use \_\_\_\_\_

**Property Owners Consent:** By signature hereon, the property owner acknowledges that City officials and/or employees may in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any ex parte discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please attach the following:**

- A statement comparing the requested zone to the goals and objectives of the Victor's Comprehensive Plan.
- A vicinity map showing the general area of the desired annexation, surrounding zones, and use.
- A parcel map, to scale, showing accurate boundaries of the parcel proposed for annexation.
- Proof of ownership of the property. (warranty deed to current owner)
- One 11x17 and one 8x11 of any larger plans and /or maps.

Such other information as may be required by the Commission, Council, or Administrator.

- A detailed description of how the annexation will impact the existing municipal infrastructure and services (e.g., water, sewer, streets, library, police, fire and parks).
- A statement of who will maintain the streets, alleys, parks and utilities (privately and publicly owned utilities) and how the maintenance of the streets, alleys, parks and utilities (privately and publicly owned utilities) will be funded.
- A schematic design of the entire project showing proposed uses and density, streets alleys, easements and proposed size and location of open spaces and parks
- Unless the Administrator determines, in the Administrator's sole and absolute discretion, one or more of the following studies are not warranted based on the size, scope and impact of a proposed annexation, the following studies shall be submitted:

- a) Traffic study showing impact on adjacent streets and streets that would serve the proposed project.
- b) Floodplain study (if applicable).
- c) Wetland study (if applicable).
- d) Wildlife study.
- e) A Level I environmental study showing the presence of any hazardous waste.
- f) Contour map depicting 15% and 25% slope lines measured at two foot (2') intervals.

- A statement describing what contributions and/or dedications the applicant is willing to make as part of the proposed annexation.
- A list of names and addresses of all property owners and residence in a 300 foot radius of the exterior boundaries of the land being considered. These can be obtained by at the Teton County Courthouse Assessor's office.
- The applicant or representative of the applicant must attend each hearing to answer any questions the presiding board may have.
- Check for fees as calculated below.

Process: See Victor Development Ordinance

**Fees:**

For pre-application meetings -- \$50/hr per department head for meetings and/or phone calls exceeding one hour cumulative.

Application (< 5 Acres - \$200, 6-20 - \$500, 21-50 - \$800, 51 < \$1100 per developable acre) \$  
Additional fees for services rendered (including, but not limited to fees for City Attorney, City Engineer, and Staff) to be negotiated before application is certified as complete.

Publication cost (\$\_\_\_\_\_) will be billed later after city receives billings from \$  
Teton Valley News  
Mailing (#\_\_\_\_\_ of addresses x \$1.25) \$

Total Due	\$
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*Cost of additional noticing, recording fees, and other direct costs will also be assess*

**Office Use Only**

**Reviewed With Applicant by** \_\_\_\_\_ **Date** \_\_\_\_\_  
Signature

**Planning and Zoning Administrator** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed By P&Z Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mayor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Permit Approved: YES**\_\_\_ **NO**\_\_\_ **CONDITIONS YES**\_\_\_ **NO**\_\_\_  
**Conditions** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_