



Sketch Plan / Conceptual Plan Review

Permit Number _____

Date _____

Applicants Name _____

- Applicant is other than owner.
- If applicant is other than the owner a notarized statement authorizing applicant to act for the owner must accompany this application.

Mailing address _____

Phone _____ Cell _____

Street Address of Project _____

Current Zoning and Use of Property _____

Location: Section, Township, Range _____

- Attach a copy of the warranty deed with the legal description

Applicant's Signature

Please attach 14 copies of the following information:

(All review plans and drawings for public projects, commercial projects, and residential projects containing three or more dwelling units shall be prepared by an Idaho licensed architect.)

- Vicinity map, to scale, showing the project location in relationship to neighboring buildings and the surrounding area
- Scaled drawing of the existing property, including buildings streams, streets.
- Proposed streets, lots,
- Landscape plan.
- Utilities plan. (location and size of water and sewer mains and services)
- Drainage plan. (grading, catch basins, piping and dry wells)

For commercial and multifamily housing add,

- Detailed elevations of all sides of the proposed building and other exterior elements (color, materials). For more than one building, attach proposed aesthetic design and material usage.
- Sign Plan. (location materials, dimensions and lighting)
- Site plan, to scale, showing proposed parking, loading, general circulation, and snow storage.
- Exterior lighting plan pursuant to Chapter IX of the Victor Development Ordinance. (location, height, type lumen output, and illuminance levels; spec sheets for fixtures)
- Floor Plan

- **Also attach:**

- One 11”x17” copy of any larger plans and/or maps.
- Other information as required by the Planning and Zoning Administrator or commission.

Submit plans two (2) weeks before the scheduled meeting.

For preparation of your project, see the **Victor Development Ordinance** for design standards and the **Public Works Standards and Specifications** for infrastructure standards.

Appeals:

Any interested party may appeal in writing any final decision of the Commission to the City Council by filing an appeal with the City Administrator within fifteen (10) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the fifteen (10) day period, the decision shall be deemed final.

Fees:

Application	\$50.00
Additional Fees	\$_____

Total Due	\$
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Additional fees for services rendered (including but not limited to fees for City Attorney, City Engineer, and City Staff) to be negotiated before application is certified as complete.

Office Use Only

Reviewed With Applicant by _____ **Date** _____

Signature

Planning and Zoning Administrator _____

Comments _____

Reviewed by Maintenance _____ **Date** _____

Reviewed By P&Z Chair _____ **Date** _____

Permit Approved: YES ___ **NO** ___ **CONDITIONS YES** ___ **NO** ___

Conditions _____

Follow Up Inspections _____ **Date** _____