



Subdivision Application

Permit Number _____ Date _____

Proposed Name of Subdivision _____

General Location of Property _____

Legal Location of Property _____

Current Zoning of Property _____

Total Land Area of Property _____

Name of Applicant or Owner's Representative _____

- 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 _____ Fax _____ Cell _____

Signature _____

Name of Owner of Property _____

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.

Property Owner Signature _____ Date _____

Please attach the following: · PRELIMINARY PLAT – (6) six copies- plus one 11” x 17” copy of any larger plans and/or maps. The preliminary plat shall have a scale no smaller than 1” = 1000’ and contain the following information:

- The location of the subdivision as forming a part of some larger tract or parcel of land referred to in the records of the County Recorder. North point, scale and date. The zoning requested for each area if not already zoned, or if a zone change is requested.
- The boundary lines of the tract to be subdivided.
- A contour map at no more than a 2’ contour interval to show the general topography of the tract.
- The location, widths and other dimensions of all existing or platted streets and other important features such as power lines, water courses, easements, topography, substantial vegetation, wetlands, flood-plain and flood-way areas, buildings, structures, or any other man made features, within, contiguous to, or in the general area of the property to be subdivided.
- The location, widths and other dimensions of proposed streets, alleys, easements, parks, lots and open space.
- The plan and cross section of proposed streets and alleys showing widths of roadways, location of sidewalks, curb and gutter, location and species of street trees, drainage areas, parking areas, snow storage areas, or any other improvement proposed or required for the right-of-way.
- The proposed names of all the streets whether new or continuous. The new street names must not be the same or similar to any other street names used in Teton County.
- The location of existing and proposed sanitary sewer mains (including profile view), sewer services, storm drains, water supply mains, water services, fire hydrants and culverts within the property and immediately adjacent thereto.
- The proposed lot and block numbers.
- The size of each lot shown in both square feet and acres.
- The parcel of land intended to be dedicated for required park space, and proposed improvements thereon.
- All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated, and planned improvements to that parcel or parcels.
- An Area Development Plan, if applicable, pursuant to Section 5.6.4.
- A Community Housing Plan, if applicable.

Please also attach:

- A phasing plan if the developer intends to develop the project in phases. The plan must include the numbers of lots in each phase, the infrastructure planned for completion with each phase, the amenities to be constructed with each phase, the deadline for completion of each phase, and all other information pertinent to the completion of the development.
- A draft of any private restrictions proposed to be recorded for the purpose of providing regulations governing the use, building lines, open spaces or any aspect of their development, use and maintenance.
- If the subject property is located within or partially within the floodplain, an application for a Flood Hazard Development Permit shall be submitted along with the preliminary plat for concurrent review by the Commission.

- Such other information as may be required by the Commission, Council, Hearing Examiner or Administrator. This may include, but is not limited to: letters from the following agencies: US Postal Service, Teton County Emergency Services, Teton County School District, U S Postal Service, Public Utilities providing electrical power, and phone service, United States Army Corps of Engineers, and the Idaho Transportation Department. Information may also include any study or assessment reasonably required.
- A list of the names and mailing addresses of all property owners within three hundred (300) feet of the outer boundaries of the parcel proposed for subdivision. These can be obtained at the Teton County Courthouse Assessor's Office.
- The names and mailing addresses of all easement holders within the subject property. This information can be obtained from the title report.

INSTRUCTIONS FOR FINAL PLAT SUBMITTAL (following preliminary plat approval): (6) six copies- plus one 11" x 17" copy of any larger plans and/or maps.

- A final plat must be submitted within six (6) months from the date of approval of the preliminary plat, unless otherwise allowed for within a phasing agreement.
- The final plat submitted for signature shall conform to the requirements found in Article 50-1301 (et. seq.) of the Idaho Code (as amended) and to the requirements set forth by Teton County for digital plat submittals.
- The Plat shall also contain the following information:
 - The exterior boundary of the subdivision shall be tied to not less than two (2) recognized County or City survey monuments, and the plat shall identify said monuments and other information as necessary to comply with Teton County's requirements.
 - All lots shall be numbered by progressive numbers in each block separately; blocks shall also be numbered consecutively throughout all adjoining plats of the same master name.
 - Each lot shall show the size of the lot in square feet and acres.
 - Upon the back sheet(s) the required forms shall be lettered for the following: Registered Professional Engineer and /or Land Surveyor's "Certificate of Survey", owners dedication certificate with the Notary Public's Acknowledgment, the approval of the Mayor and Council of Victor as attested by the City Clerk, approval by the City Engineer and other certificates required by Idaho Code, and acceptance of the plat by the Teton County Recorder's and Teton County Assessor's offices.
 - The final plat shall be accompanied by copies of any private restrictions proposed to be recorded for the purpose of providing regulations governing the use, building lines, open spaces or any aspect of their development, use and maintenance.
 - All Plat Notes required by the Commission and/or the Council shall be shown on the face of the plat.

Fees:

Subdivision \$ _____

3 lots \$300

4 + lots \$500 plus \$100 per additional lot

Additional fees for services rendered by
City Attorney (development agreement)
@ \$125/hour

or:

Short Plat \$ _____

\$300/lot, sub-lot, or unit

Publication cost (\$30.00 x 2 Short Plat) \$ _____

(\$30.00 x 3 Regular)

Mailing (# of addresses x 2 x \$1.25 Short Plat) \$ _____

(# of addresses x 3 x \$1.25 Regular)

Total Due	\$ _____

Cost of additional noticing, recording fees, and other direct costs will also be assessed.

Office Use Only

Reviewed With Applicant by _____ **Date** _____
Signature

Planning and Zoning Administrator _____

Notes by P&Z _____

Reviewed by Public Works _____ **Date** _____

Review City Engineer _____ **Date** _____

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

Review by Fire Marshall _____ **Date** _____

Review City Council _____ **Date** _____

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

Notes by City Council _____

Follow Up Inspections _____ **Date** _____