



# Annexation Application

Approval Process: see [Article 14.7.13.– Annexation](#)

Application Number: \_\_\_\_\_  
IW #: \_\_\_\_\_

Date application received: \_\_\_\_\_

**Prior to submitting an Annexation Application you must participate in a Pre-Application Conference with Planning, Engineering and Public Works staff to discuss the procedures, standards, and required supporting materials needed to review and approve your project. [Pre-Application Conference request form](#).**

**Annexation Applications must be accompanied by a [Rezone Application](#), so that a City zoning district can be assigned to the parcel upon annexation. The Annexation and Rezone applications can be reviewed concurrently. The Annexation & Rezone Applications may also be reviewed simultaneously with a Lot Split application, Short Plat application, or Full Plat application for the subject property.**

## Property Owner's Information

Owner's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Applicant/Authorized Representative's Information (if application is being represented on owner's behalf)

Applicant's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Is applicant other than the owner? Yes \_\_\_\_\_ No \_\_\_\_\_

If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. A sample letter of authorization is available on City of Victor website: [Authorization Letter](#)

## Property Information

Street Address of Project: \_\_\_\_\_

Location/Legal Description: Section, Township, Range: \_\_\_\_\_

Current Zoning and Use of Property: \_\_\_\_\_

Are other applications for this property being submitted simultaneously? Yes \_\_\_ No \_\_\_

If yes, what other applications have been submitted? \_\_\_\_\_

\_\_\_\_\_

### Property Owner(s)' 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Application Submittals Required:

- Proof of interest in the subject property (Warranty Deed).
- Letter of Authorization, if applicable.
- All plans/studies/narratives identified during the Pre-Application Conference required for the Property Development Plan.
- Annexation Plat, **one paper copy 24" x 36" and one mylar copy 24" x 36"**, containing the following information:
  - Signature / Certificate Blocks for the following:
    - Owners of both properties
    - Planning and Zoning Administrator
    - Mayor of the City of Victor
    - City Clerk
    - Surveyor's Certificate
    - County Recorder's Certificate
  - North arrow, scale and date;
  - Instrument Numbers for any plats previously recorded with the Teton County Clerk for either of the two parcels;
  - The location, widths and other dimensions of all existing or proposed:
    - Streets;
    - Easements;
    - Power lines;
    - Buildings, structures, or any other natural or man-made features, within, contiguous to, or in the general area of the property to be divided;
    - Water courses, wetlands, floodplain and floodway areas; (*if applicable*)
    - Substantial changes in topography (*if applicable*)
    - Substantial vegetation (*if applicable*)
  - The location of existing and proposed
    - sanitary sewers;
    - sewer services;
    - storm drains;
    - water supply mains;
    - water services;
    - fire hydrants; and
    - culverts within the property and immediately adjacent thereto.
  - The zoning of surrounding lots.
- Elevation drawings for proposed buildings, and existing buildings, where applicable

- Narrative statement describing or evaluating the following:
  - Describing of existing use of property.
  - Evaluating effects of elements as noise, glare, odor, fumes, and vibration that your special use, conditional use, or variance will have on adjoining properties
  - Identifying surrounding land uses and discussing the general compatibility of the proposed use with adjacent and other properties in the district.
  - Discussing the proposed use as it conforms to the Comprehensive Plan
    - The [City of Victor Comprehensive Plan](http://www.victorcityidaho.com) is available online at [www.victorcityidaho.com](http://www.victorcityidaho.com).
- Any other information as requested by the Administrator to determine if the proposed variance meets the intent and requirements of the Victor Development Ordinance.

**1 digital copy of the entire application, including all narratives, the Annexation Plat, and other plans/drawings where applicable, must accompany the application upon submission. The digital copy can be submitted on a CD, on a USB drive, or submitted via e-mail to [joshw@victorcityidaho.com](mailto:joshw@victorcityidaho.com).**

**Process:**

See the Victor Municipal Code: [Article 14.7.13.– Annexation](#)

**Appeals:**

Decisions of the City Council are final. Applicants or affected property owners shall have no more than 14 days after the written decision are delivered to request a reconsideration by the Council. If still not satisfied with a decision of the City Council one may pursue appeals to District Court within 28 days of the written decision being delivered.

**Fees:**

1. Annexation - \$2549

<p><b>Total Due \$_____</b></p> <p><i>(Additional fees may be billed for direct charges, such as review by contracted specialists, etc)</i></p>
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**For Office Use Only**

Permit #: \_\_\_\_\_

Reviewed with Applicant by \_\_\_\_\_ Date \_\_\_\_\_  
Signature

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

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planning and Zoning Commission Hearing Date: \_\_\_\_\_

Reviewed by Public Works \_\_\_\_\_ Date \_\_\_\_\_

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

Reviewed By Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

Variance Approved: YES \_\_\_ NO \_\_\_ CONDITIONS YES \_\_\_ NO \_\_\_

Conditions for approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow Up Inspections \_\_\_\_\_ Date \_\_\_\_\_