



## Plat Amendment Application

Approval Process: see [Article 14.10 – Modifications to Previous Approvals](#)

14.10.3.B. – *Insignificant Changes / Vacations*

14.10.3.C. – *Significant Changes / Vacations – Minor*

14.10.3.D. – *Significant Changes / Major*

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

**Application Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

IW # \_\_\_\_\_

### Property Owner's Information

Name: \_\_\_\_\_

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

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

### Applicant's Information *(if applicant is other than the owner)*

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

Name of Subdivision or Development: \_\_\_\_\_

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

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

*Legal description can be found on the Warranty Deed.*

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

Existing zoning can be found on the City of Victor zoning map.

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

If yes, what other applications have been submitted?

\_\_\_\_\_

**Property Owner 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:** \_\_\_\_\_

**Please attach the following information, 1 paper copy and 1 digital copy** (digital copy can be e-mailed or submitted on a CD or memory drive):

- Letter of Authorization, if applicable
- Warranty Deed
- Copy of original, recorded Development Agreement and any amendments to the Development Agreement, if applicable
- Text of proposed amendment(s) to Development Agreement
- Amended Plat
- Property Development Plan materials - Any additional plats, diagrams, maps, studies, and/or other information identified during your Pre-Application Conference.

**Application is not considered complete, and will not be processed, until all required documents are submitted.**

**Process:**

A Development Agreement amendment application is processed in one of three of the following ways, as determined during the Pre-Application Conference.

- Insignificant Changes (reference Victor Code [14.10.3.B.](#))
- Significant Changes / Minor (reference Victor Code section [14.10.3.C.](#))
- Significant Changes / Major (reference Victor Code [14.10.3.D.](#))

A development agreement may require consideration by Victor City Council during a public hearing. Public hearings can only be held after complying with the notice and public hearing provisions of Idaho Code section [67-6509](#). Idaho Code section 67-6509 noticing requirements dictate that public hearings must be noticed in the newspaper of record at least 15 days prior to the hearing, and that letters noticing the hearing must be mailed to all property owners within 300’ of the outer boundaries of the subject property, among other requirements.

**Fees:**

1. Application Fee
 

Insignificant Changes/ Vacations	<b>\$1385.00</b>
Significant Changes / Minor	<b>\$ 2252.00</b>
Significant Changes / Major	
under 5 lots	<b>\$4128.00</b>
5.01-20 lots	<b>\$4421.00</b>
over 20 lots	<b>\$4460.00</b>
  
2. Survey review ( pay to Teton County Surveyor) **\$ 380.00**

**TOTAL DUE:** \$\_\_\_\_\_

*Cost of additional noticing, recording fees, and other direct costs will be assessed if necessary.*

**Questions:**

Contact the Planning and Zoning Administrator, at 208-787-2940.

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**Office Use Only**

**Application Number:** \_\_\_\_\_ **Date complete application received:** \_\_\_\_\_

**Public Hearing Required?:** Y N **Council meeting review date:** \_\_\_\_\_

**Reviewed With Applicant by** \_\_\_\_\_ **Date** \_\_\_\_\_  
P&Z Admin

**Reviewed by P&Z Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewed by City Engineer** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Reviewed by Fire Marshall** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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

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

**Conditions** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Follow Up Inspection** \_\_\_\_\_ **Date** \_\_\_\_\_

**Follow Up Inspection** \_\_\_\_\_ **Date** \_\_\_\_\_