



# Short Plat Application

Approval Process: see [Article 14.5.9.– Short Plat](#)

Application Number: \_\_\_\_\_ Date application received: \_\_\_\_\_  
IW #: \_\_\_\_\_

**Prior to submitting a Short Plat 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](#).**

**A Short Plat Application may be reviewed simultaneously with an [Annexation Application](#) and/or [Rezone 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:

- Letter of Authorization, if applicable.
- Proof of interest in the subject property (Warranty Deed).
- Two (2) draft deeds (unrecorded) for each of the proposed new lots that shall be created providing the Short Plat is approved. The deeds shall contain a restriction clearly stating that these parcels cannot be split again under the Short Plat or Lot Split provisions of this title; and
- All plans/studies/narratives identified during the Pre-Application Conference required for the Property Development Plan.
- Plat Map, prepared by an Idaho licensed land surveyor, **one paper copy 24" x 36" and one mylar copy 24" x 36"**, containing the following information:
  - Signature / Certificate Blocks for the following:
    - Property owner(s)
    - Planning and Zoning Administrator
    - Mayor of the City of Victor
    - City Clerk
    - Surveyor's Certificate
    - County Recorder's Certificate
  - Statement that these parcels cannot be split again under the Short Plat or Lot Split provisions of this title;
  - North arrow, scale and date;
  - Instrument Numbers for any plats previously recorded with the Teton County Clerk for either of the two parcels;
  - The size of each existing lot shown in both square feet and acres, with legal descriptions, and the size each lot will be after the Short Plat, shown in both square feet and acres, with legal descriptions,
  - The boundary lines of the tract to be divided;
  - The location, widths and other dimensions of all existing or proposed:
    - Streets;
    - Easements (access, utility etc.);
    - 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 (*if applicable*).
  - The zoning of surrounding lots.

- Elevation drawings for proposed buildings, and existing buildings, where applicable
- 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, or on a USB drive.**

**Approval Criteria for a Short Plat:**

1. The proposed subdivision does not exceed 5 total lots;
2. The subdivision does not require the extension of public utilities (other than individual service lines) or other municipal facilities and no substantial alteration of existing utility installations is involved;
3. The subdivision does not require the dedication of public right-of-way.
4. The subdivision does not require new public streets and each proposed lot fronts on an existing public street that contains the necessary right-of-way width; and
5. Each proposed lot meets all applicable requirements of this Land Use Development Code and no variance or waiver from a standard is requested.
6. Recommendations of the Administrator, including recommendations from internal City departments and external agencies;
7. Each proposed lot meets all applicable requirements of this Land Use Development Code, and applicable adopted plans, and policies.

**Process:**

See the Victor Municipal Code: [Article 14.5.9.– Short Plat](#)

**Appeals:**

Applicants or affected property owners unsatisfied with the Planning and Zoning Commission’s decision based on the identified criteria for approval may submit in writing an appeal identifying the specific criteria that were not met, along with the associated fee, no more than 14 days after the written decision of the Planning and Zoning Commission’s decision is delivered. The appeal will be heard by the City Council. Decisions of the City Council are final. Applicants or affected property owners shall have no more than 14 days after the written decision is delivered to request 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. Application - \$1805.00
2. Survey review – \$380.00  
(Pay to Teton County Surveyor)

<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>
---

**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** \_\_\_\_\_