



**Site Plan Review Application**  
Approval Process: see [Article 14.6 – Administrative Review](#)

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

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

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

**Prior to submitting a Site Plan Review 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. [View the Pre-Application Conference Request Form](#). After your Site Plan has been approved you may submit your application for a Building Permit.**

**Submit your completed Site Plan Review application to the Planning and Zoning Administrator.**

**Property Owner's Information**

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

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

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

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

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

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: \_\_\_\_\_

Proposed new development and/or use of property: \_\_\_\_\_

\_\_\_\_\_

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

If yes, what other applications have been submitted?

\_\_\_\_\_

\_\_\_\_\_

**Note: Architect's license required** - All plans for **public projects, commercial projects, and residential projects containing three or more dwelling units** shall be prepared by an Architect licensed in the state of Idaho.

**Required Submittals:**

- 11"x17" printed copy of all plans; and (1) digital copy of the entire application, including all plans.
  - All plans and fees must be submitted in order for the application to be reviewed. On Minor Site Plan Review applications, the Administrator may waive some submittal requirements, depending on the scale and complexity of the project.
- Warranty Deed
- Any plans/studies identified during your Pre-Application Conference that are necessary as part of the [Property Development Plan](#).
- **Narrative statement**, describing the project.
- **Vicinity map**, to scale, indicating:
  - Site location in relationship to neighboring buildings, streets, and the surrounding area
- **Site Plan**, to scale and with dimensions shown, indicating the following, where applicable:
  - Scale and North Arrow
  - Property lines, with dimensions, and proposed property lines (if this Site Plan Review relates to a Boundary Line Adjustment, Lot Split or a proposed subdivision that will create a new lot or new lots)
  - Existing building(s), including detached accessory structures such as garages / storage buildings
  - Proposed building(s), including detached accessory structures such as garages / storage buildings
  - Proposed parking spaces (Reference [Article 11: Site Development, Div. 11.1 Access and Parking](#) for commercial/mixed use parking space requirements and [Article 8: Building Types, Div 8.17 Parking Location](#) for residential garage configuration)
  - Snow storage location, and dimensions of space allocated for snow storage
  - Proposed general circulation to and within the site, including loading docks
  - Adjacent streets, with street names labeled
  - Flood plain, creeks, streams, canals, ditches, and irrigation lines
  - Water, sewer, and electricity ties to the property
    - **Call Dig Line to have your utilities located – 811 or 208-342-1585**
  - All easements (utility, access, irrigation, etc) with type of easement noted
  - Refer to [Article 3: Rural Districts](#), [Article 4: Residential Districts](#), [Article 5: Mixed Use Districts](#), [Article 7: Civic/Open Space Districts](#) or [Article 9: Special Districts](#) for setbacks, lot coverage, etc.
- **Detailed Landscape Plan**, indicating the following:
  - Scale (the landscape plan should be the same scale as the site plan)
  - Type, size and location of all existing and proposed plant materials and other ground covers. The size of plants and at planting and maturity should be included.
  - Existing vegetation labeled to remain or to be removed with landscaping on adjacent properties by area(s) to be considered.
- **Floor plans**, drawn to scale. Show the use and dimensions of each room. If remodeling is proposed, show existing and proposed conditions.
- **Building elevations**, drawn to scale. Color photographs may be substituted for rendered elevation drawings when an existing structure is to undergo minor exterior alterations, and the photos depict the design materials/ colors of the new construction.

**Review Procedure:**

Upon receipt of a complete application the application will be reviewed administratively, and in the case of Major Site Plan Reviews (projects over 5,000 square feet or requiring 5,000 square feet of site disturbance), may be reviewed by the Planning and Zoning Commission, in accordance with [Article 14: Administration, Division 14.6 – Administrative Review](#).

**Designing your project:**

For preparation of your project, see the [Zoning Ordinance](#) for design standards and the **Public Works Standards and Specifications** for infrastructure standards. Contact the Public Works Department for the Public Works Standards and Specifications, 208-787-2940.

**Appeals:**

See [Div. 14.6.9.D – Site Plan Review Appeal](#) for the Site Plan Review appeal procedure.

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**Questions:**

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

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**Fees:**

Minor Site Plan Review (new construction and site disturbance under 5,000 square feet): **Included in Building Permit**

Major Site Plan Review (new construction and site disturbance over 5,000 square feet): **\$538.00**

**Application Fee Due:** \$\_\_\_\_\_

*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**

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

**P&Z Commission review required?:** Y N **P&Z Commission 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** \_\_\_\_\_  
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**Permit Approved: YES**\_\_\_ **NO**\_\_\_ **CONDITIONS YES**\_\_\_ **NO**\_\_\_

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

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

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