



## Subdivision Application

Approval Process: see [Article 14.5 Subdivision Review](#)  
14.10.5 Full Plat

**Prior to submitting a Subdivision 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.](#)**

Concept Phase                       Preliminary Plat                       Final Plat

**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

Location of Subdivision or Development (Street Address): \_\_\_\_\_

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?

\_\_\_\_\_

Number of Units Being Proposed: \_\_\_\_\_

Building Type proposed ([Article 8](#)): \_\_\_\_\_

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

**Process:**

A Subdivision is a three (3) step process ([14.5.10.A](#)):

1. Concept Plan Approval ([14.5.10.B](#))
2. Preliminary Plat Approval ([14.5.10.C](#))
3. Final Plat Approval ([14.5.10.C](#))

Subdivision approvals do require consideration by the Victor Planning & Zoning Commission as well as City Council during a public hearing.

1. Concept- Planning & Zoning Commission;
2. Preliminary- Planning & Zoning Commission AND City Council

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.

**Concept Plan Phase: 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
- Property Development Plan materials - Any additional plats, diagrams, maps, studies, and/or other information identified during your Pre-Application Conference. ([Div. 13.1.3](#))
  - o Narrative (13.1.3.2.a)
  - o Site Plan (sketch plan)

**Preliminary Plat Phase: 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
- Preliminary Plat
- Infrastructure Construction Plans
- Master Plan (if development will be phased)
- Development Agreement
- Conditions, Covenants and Restrictions for the development
- Design Standards for the development
- Property Development Plan materials - Any additional plats, diagrams, maps, studies, and/or other information identified during your Concept Plan Approval ([Div. 13.1.3](#))
  - o Narrative (13.1.3.2.a)
  - o Site Plan (sketch plan)

**Fees:**

1. Application Fee
  - Under 5 lots - \$4128.00
  - 5.01 to 20 lots - \$4421.00
  - Over 20 lots - \$4460.00(10% due at concept, 60% at preliminary plat 30% final Plat)
  
2. Survey Review - \$380.00  
(pay to Teton County Surveyor)

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

**DRC 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** \_\_\_\_\_