



City of Victor, Idaho Annexation Application

Permit #: AX _____

Date Received: _____

IWORQ #: _____

Unit 101, 10 South Main St. | PO Box 122 Victor, ID 83455 | Ph: 208-787-2940 | Fax: 208-787-2357 | www.victorcityidaho.com

Annexation Applications must be accompanied by a Rezone Application, in order for the City to assign zoning district to the parcel upon annexation. The Annexation and Rezone applications can be reviewed concurrently. The Annexation and Rezone Applications may also be reviewed simultaneously with a Lot Split application, Short Plat application, or Full Plat application for the subject property.

OWNER: _____ **PHONE:** _____

***APPLICANT:** _____ **PHONE:** _____

* If the applicant is someone other than the owner, a notarized statement authorizing applicant to act as an agent for the owner must accompany this application.

APPLICANT MAILING ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER(S): _____

LOT SIZE: _____ **CURRENT ZONING:** _____ **PROPOSED ZONING:** _____

APPLICATION SUBMITTAL REQUIREMENTS

PLEASE NOTE: In order for an application to be deemed complete a digital copy must also be submitted via email or USB.

- WARRANTY DEED**
- NOTARIZED AUTHORIZATION LETTER FROM PROPERTY OWNER** *(If applicable)*
- ANY PLANS SPECIFIED IN THE PRE-APPLICATION CONFERENCE**
- PROPOSED SURVEYED ANNEXATION MAP THAT CONTAINS:**
 - Signature blocks for: Property Owners Signature (if applicable), Surveyor's Certification, Mayor, City Clerk, Planning and Zoning Administrator, Certificate of Survey Review and the County Recorders Certificate
 - Show the location of: Streets, Easements, Power lines, Buildings, Structures, Water Courses, Floodplain, Substantial changes in Vegetation, and Water and Sewer Lines
 - Vicinity Map, Date of survey, and North Arrow
 - Map scale adequate to depict all adjusted lots (show Bar Scale)
 - Legend with a description for all line weights and symbols used
 - All bearings and distances for all property lines. Include Basis of Bearing and CP&F Reference
 - All known easements shown with their instrument numbers
 - All existing physical access points shown (check aerial photos)
 - Legal access points shown or possibility for future County Road access permits established
 - Property Descriptions – the new legal descriptions for each parcel
 - Certificate of Acceptance of Mortgagee, if applicable. **MUST BE NOTARIZED**

PLEASE NOTE: The Proposed survey must be accordance with the Land Use Development Code Article 13.1.9.

NARRATIVE STATEMENT THAT INCLUDES:

- Detail describing how are this application meets the approval criteria outlined in the Land Use Development Code Div. 14.7.14.B

REVIEW AND APPROVAL PROCESS

The process for an Annexation is outlined in the Land Use Development Code Art. 14.7.14.B

1. Upon determination of a complete application, the Administrator will schedule the Development Review Committee (DRC) meeting with internal and external agencies.
2. Following the DRC meeting the Administrator will certify the application as compliant and will schedule it for the next available Planning and Zoning Commission Public Hearing.
3. The Planning and Zoning Commission will conduct a public hearing and review the application in accordance with the required approval criteria, and will then forwarded a recommendation to the City Council.
4. The City Council will then hold a public hearing and review the application in accordance with the required approval criteria, and voting to approve, approve with modification, or deny the amendment.
5. If approved, an Ordinance and the survey with the new City boundary will be recorded.
6. Notwithstanding the conditions of the annexation agreement, an approved Annexation expires one (1) year after the approval date unless the Annexation plat has been recorded.

EVALUATION CRITERIA

1. If a request is made from a property owner for City services, and the property is outside of City limits but contiguous to the Victor City limits they shall be required to apply for annexation. (Res. R03-0403-2, 4-3-2003)
2. Additional development proposed for the property is within the capacity of the City and other service providers (police, fire, library, etc) to provide;
3. Traffic generated by additional development proposed for the property can be accommodated by existing streets serving the site, or the traffic generated can be mitigated;
4. Additional development proposed for the property will not negatively impact natural resources as identified in the Property Development Plan.

ACCEPTANCE

The Planning & Zoning Administrator reserve the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

Under penalty of law I hereby certify that I have read and understand this application and state that the information herein is correct. I swear (affirm) that any information which may hereafter be given by me in hearings before the Victor Planning & Zoning Commission or City Council shall be truthful and correct. I further acknowledge that any misrepresentation of the information contained in this application are grounds for rejection of the application or revocation of a decision rendered on the information contained herein.

APPLICANT'S SIGNATURE: _____ **DATE** _____

OWNER'S SIGNATURE: _____ **DATE** _____

OFFICE USE ONLY

FEE - \$2,549.00

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____