



# City of Victor, Idaho

## Site Plan Review Application

Permit #: SPR \_\_\_\_\_

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

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

**ZONING DISTRICT FOR PROPERTY:** \_\_\_\_\_

**PROPOSED USE OF PROPERTY:** \_\_\_\_\_

## APPLICATION SUBMITTAL REQUIREMENTS

**PLEASE NOTE:** In order for an application to be deemed complete a digital copy must also be submitted via Email, USB, or CD

- WARRANTY DEED**
- NOTARIZED AUTHORIZATION LETTER FROM PROPERTY OWNER** *(If applicable)*
- ALL PLANS/STUDIES IDENTIFIED DURING PRE-APPLICATION MEETING**
- NARRATIVE THAT INCLUDES DETAILS ON THE PROPOSED PROJECT AND USES**
- SITE PLAN THAT INCLUDES:**

On Site Plans	Site Features	Proposed / Notes
<input type="checkbox"/>	Property lines (Include dimensions) and proposed building envelope	
<input type="checkbox"/>	Street(s) labeled and existing sidewalks shown	
<input type="checkbox"/>	All existing property features (buildings, patios, driveway, trees sidewalk, etc.)	
<input type="checkbox"/>	All recorded easements located on the property	
<input type="checkbox"/>	Natural features on site (floodplain, wetlands, creek, etc.)	
<input type="checkbox"/>	Setbacks (front, side, side interior, rear)	
<input type="checkbox"/>	Total lot coverage (includes existing and proposed building & impervious surfaces)	Lot coverage:
<input type="checkbox"/>	Parking & driveway size   Material (concrete, gravel, etc.)	Area:            Material:
<input type="checkbox"/>	Width of driveway at ROW	Width:
<input type="checkbox"/>	Total number of parking stalls	# of parking stalls:
<input type="checkbox"/>	Water line & meter (proposed or existing)	Water line Size:
<input type="checkbox"/>	Sewer line (proposed or existing)	Sewer line size:
<input type="checkbox"/>	Work proposed in the City ROW (road cuts, excavation, grading, etc.)	
<input type="checkbox"/>	Any fencing to be installed ,height, and materials	Height of fence:

<input type="checkbox"/>	Grading Plan	Required: Yes / No
<input type="checkbox"/>	Stormwater Management Plan	Required: Yes / No
<input type="checkbox"/>	Truss Package (if using pre-engineered truss packages)	
<input type="checkbox"/>	Foundation Plan	
<input type="checkbox"/>	Roof Plan	
<input type="checkbox"/>	Floor Plan	
<input type="checkbox"/>	Lighting Plan that includes photometric plan and cut sheet for each proposed light.	
<input type="checkbox"/>	Location of any proposed or existing signs	
<input type="checkbox"/>	Landscaping Plan	Required: Yes / No

## SITE PLAN REVIEW PROCESS

Complete applications under 5,000 square feet or disturbing less than 5,000 square feet of ground area may be reviewed administratively. All projects exceeding these threshold shall be forwarded to the Planning and Zoning Commission for review at a public meeting.

## ACCEPTANCE & ACKNOWLEDGMENT

Building Permits are issued subject to the regulations referenced in the 2015 International Building Code (IBC) and 2012 International Residential Code (IRC), as well as the City of Victor Municipal Code and Land Development Code, and it is hereby agreed that the work to be done as shown in the plans and specifications will be completed in accordance with the regulations pertaining and applicable thereto. The issuance of the permit does not waive restricted covenants.

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 agree to comply with all the City and County regulations and State law relating to the subject matter of this application and hereby authorize representatives of this City to enter upon the above-mentioned property for inspection purposes. I further agree and understand that no building activity will begin on the above-mentioned property until a properly approved and authorized building permit has been issued.

The Undersigned hereby applies for a permit for the work herein indicated or as shown and approved in the accompanying plans and specifications.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*OFFICE USE ONLY\***

**FEE** - Included in cost of Building Permit if site disturbance is under 5,000 Square Feet

**FEE - \$538.00** if site disturbance is over 5,000 Square Feet

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_