



City of Victor, Idaho

Concept Subdivision Application

Permit #: SD _____

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): _____

LEGAL DESCRIPTION OF PROPERTY: _____

ZONING DISTRICT FOR PROPERTY: _____

PROPERTY INFORMATION

PROPOSED SUBDIVISION NAME: _____

(Subject to Teton County, Idaho GIS approval; same or similar names to existing projects or places may not be approved.)

PROPOSED STREET NAMES: _____

(Subject to Teton County, Idaho GIS approval; same or similar names to existing projects or places may not be approved.)

NUMBER OF PROPOSED LOTS: _____

NUMBER OF PROPOSED UNITS: _____ **PROPOSED BUILDING(S) TYPE:** _____

PROPOSED SIZE OF OPEN SPACE FOR NEW SUBDIVISIONS AT LEAST 2 ACRES IN SIZE: _____

IS THE PROPERTY IN THE FLOODPLAIN: YES _____ **NO** _____

ARE OTHER APPLICATIONS FOR THIS PROPERTY BEING SUBMITTED: YES _____ **NO** _____

IF YES, WHAT OTHER APPLICATIONS ARE BEING SUBMITTED? _____

PROPERTY OWNER CONSENT:

The Planning & Zoning Administrator reserves the right to decline this application until all required information and the application fee have been submitted.

The P&Z Administrator reserves the right to take photographs and/or videos of the property under consideration for a subdivision as deemed necessary as an addendum to the file.

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.

I swear (affirm) that any information which may hereafter be give by me in hearing 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:** _____

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**
- PROPOSED PLAT (PLEASE SEE PLAT SUBMITTAL REQUIREMENTS FOR EACH PHASE)**
- SITE PLAN THAT INCLUDES:**
 - LOTS**
 - OPEN SPACE**
 - STREET LAYOUT (INCLUDING NAMES)**
 - PROPOSED USES AND ZONING DISTRICTS**
 - EASEMENTS**
- NARRATIVE THAT INCLUDES DETAILS ON HOW THIS APPLICATION MEETS THE APPROVAL CRITERIA**
- ANY OTHER INFORMATION REQUESTED BY THE ADMINISTRATOR TO DETERMINE IF THE PROPOSED APPLICATION MEET THE INTENT AND REQUIREMENTS OF THE VICTOR LAND DEVELOPMENT ORDINANCE.**

SUBDIVISION PROCESS

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. After an application has been certified no material changes can be made to the application.
3. The Planning and Zoning Commission will conduct a public hearing and review the application in accordance with the required approval criteria, and voting to approve, approve with modification, or deny the Concept plan application request.
4. An approved Concept Plan expires two (2) years after the approval date, unless the applicant has filed a complete application for a Preliminary Plat. Following approval of a Concept Plan, detailed plans, the plat, required studies and specifications for the installation of improvements required may be prepared and submitted.

EVALUATION CRITERIA

1. Recommendations of the Administrator, including recommendations from internal City departments and external agencies.
2. The conformance of the Concept Plan with the Comprehensive Plan.
3. The availability of public services to accommodate the proposed development.
4. The conformity of the proposed development with the Capital Improvements Plan.
5. Other health, safety, or general welfare concerns that may be brought to the City's attention.

OFFICE USE ONLY

CONCEPT FEE	\$412.80 - UNDER 5 LOTS	TOTAL SUBDIVISION FEE	\$4,128.00 - UNDER 5 LOTS
	\$442.10 - 5 TO 20 LOTS		\$4,421.00 - 5 TO 20 LOTS
	\$446.00 - OVER 20 LOTS		\$4,460.00 - OVER 20 LOTS

10% due at concept, 60% at Preliminary Plat and 30% at Final Plat.

Note: there is also a \$380 survey review fee due directly to Teton County, ID. Do not pay this to the City.

TOTAL AMOUNT: _____

Cost of additional noticing, recording fees, and other direct cost will be assessed if necessary.

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