



# City of Victor, Idaho

## Lot Split 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

The Lot Split process is required when dividing a lot to create one (1) additional lot. Only lots that are unplatted or platted prior to January 1, 1990 are eligible for review under this process.

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

**CURRENT LOT SIZE:** \_\_\_\_\_ **PROPOSED LOT SIZES:** \_\_\_\_\_

## 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)*
- UNRECORDED DRAFT DEEDS**
- ANY PLANS SPECIFIED IN THE PRE-APPLICATION CONFERENCE**
- PROPOSED SURVEYED PLAT MAP THAT CONTAINS:**
  - Signature blocks for: the property owners (must be notarized), Planning Administrator, Mayor, City Clerk, Surveyor's Certification, Certificate of Survey Review, Fire Marshal, and the Recorders Certification.
  - 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.

---

## REVIEW AND APPROVAL PROCESS

---

**The process for a Lot Split is outlined in the Land Use Development Code Art. 14.5.8.**

1. Upon acceptance of a complete application, the Planning and Zoning Administrator will review and determine approval or denial based on compliance to the Land Use Development Code and compliance with approval criteria.
2. The Administrator will then transmit the survey to the Teton County Surveyor (or an approved agent), who will review it for accuracy and compliance with the Idaho State Code.
3. If the Lot Split is approved, two (2) signed copies of the survey, one paper and one Mylar will need to be submitted for signature by the City.
4. A Lot Split that is approved but not recorded within six (6) months from the date of approval is considered expired, and a new application shall be required.

---

## REVIEW AND APPROVAL PROCESS

---

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 - \$412.00**

*Note: there is also a \$230 survey review fee due directly to Teton County, ID. Do not pay this to the City.*

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