



City of Victor, Idaho Plat Amendment 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): _____

SUBDIVISION NAME: _____

ZONING DISTRICT FOR PROPERTY: _____

CURRENT 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**
- INFRASTRUCTURE CONSTRUCTION PLANS**
- PROPOSED AMENDED PLAT (PLAT MUST BE IN ACCORDANCE WITH LDC CH.13.1.8.)**
- MASTER PLAN**
- APPROVAL LETTER FROM TETON COUNTY FIRE**
- APPROVAL LETTER FROM EASTERN IDAHO PUBLIC HEALTH, DISTRICT 7**
- DEVELOPMENT AGREEMENT, CURRENT AND PROPOSED AMENDMENTS**
- CONDITIONS, COVENANTS, AND RESTRICTIONS (CC&Rs) FOR THE DEVELOPMENT**
- NARRATIVE DETAILING PROPOSED AMENDMENT**
- ANY OTHER INFORMATION REQUESTED BY THE ADMINISTRATOR TO DETERMINE IF THE PROPOSED APPLICATION MEETS THE INTENT AND REQUIREMENTS OF THE VICTOR LAND DEVELOPMENT CODE.**

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 may be ground for rejection of the application or revocation of a decision rendered on the information contained herein.

APPLICANT’S SIGNATURE: _____ **DATE:** _____

PLAT AMENDMENT REVIEW PROCESS

The process for an Plat Amendment Insignificant is outlined in the Land Use Development Code Art. 14.10.3.B.

1. Upon determination of a complete application, the Administrator will certify the application as compliant and will schedule it for the next available City Council Public Meeting.
2. 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.
3. After an Plat Amendment is approved by the Council, a Mylar copy of the Amended Plat and all other required materials outlined above for the amendment shall be submitted to the Planning Department prior to recording with the Teton County Clerk/ Recorder.

The process for an Plat Amendment Significant (Minor) is outlined in the Land Use Development Code Art. 14.10.3.C.

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 City Council Public Hearing.
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. After an Plat Amendment Significant (Minor) is approved by the Council, a Mylar copy of the Amended Plat and all other required materials outlined above for the amendment shall be submitted to the Planning Department prior to recording with the Teton County Clerk/ Recorder.

The process for an Plat Amendment Significant (Major) is outlined in the Land Use Development Code Art. 14.10.3.D.

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. After an Plat Amendment Significant (Major) is approved by the Council, a Mylar copy of the Amended Plat and all other required materials outlined above for the amendment shall be submitted to the Planning Department prior to recording with the Teton County Clerk/ Recorder.

OFFICE USE ONLY

FEE	\$1,385.00 - INSIGNIFICANT	
	\$2,252.00 - SIGNIFICANT / MINOR	
	\$3,715.20 - UNDER 5 LOTS] _____ SIGNIFICANT / MAJOR
	\$3,978.90 - 6 - 20 LOTS	
	\$4,014.00 - OVER 20 LOTS	

Plat Amendment Major is the cost of Preliminary Plat and Final Plat or 90 percent of subdivision cost.

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: _____