



# City of Victor, Idaho

## Short Plat 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:** \_\_\_\_\_

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# APPLICATION SUBMITTAL REQUIREMENTS

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All items listed below are required to be submitted with the application unless otherwise noted or excepted by the administrator.

**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 PLAT (PLAT MUST BE IN ACCORDANCE WITH LDC CH.13.1.8.)**
- SITE PLAN THAT INCLUDES:**
  - LOTS**
  - OPEN SPACE**
  - PUBLIC IMPROVEMENTS (ROADS,SIDEWALKS, ETC)**
- DEVELOPMENT AGREEMENT** (if required)
- CONDITIONS, COVENANTS, AND RESTRICTIONS FOR THE DEVELOPMENT** (if applicable)
- 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.**
- INSPECTION REPORTS FROM APPLICANT'S ENGINEER** (if applicable)

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## SHORT PLAT PROCESS

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The process for a Short Plat is outlined in the Land Use Development Code Art. 14.5.9.A.

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 meeting and review the application in accordance with the required approval criteria, and voting to approve, approve with modification, or deny the subdivision.
5. Following approval from the Council, a Mylar copy of the Plat and all other required materials outlined above shall be submitted to the Planning Department prior to recording with the Teton County Clerk/Recorder.

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# EVALUATION CRITERIA

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**The Approval Criteria for a Short Plat is outlined in the Land Use Development Code Art. 14.5.9.B.**

1. The proposed subdivision does not exceed 5 total lots;
2. The subdivision does not require the extension of public utilities (other than individual service lines) or other municipal facilities and no substantial alteration of existing utility installations is involved;
3. The subdivision does not require the dedication of public right-of-way.
4. The subdivision does not require new public streets and each proposed lot fronts on an existing public street that contains the necessary right-of-way width.
5. Each proposed lot meets all applicable requirements of this Code and no variance or waiver from a standard is requested.
6. Recommendations of the Administrator, including recommendations from internal City departments and external agencies;
7. Each proposed lot meets all applicable requirements of this Code, including Articles 9-13, applicable adopted plans, and policies.

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## APPEAL

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Applicants or affected property owners unsatisfied with the Council's decision based on the identified criteria for approval, may submit in writing an appeal identifying the specific criteria that were not met along with the associated fee no more than 14 days after the written decision of the Council's decision is delivered. The appeal will be heard by the Council. Decisions of the Council are final. Applicants or affected property owners shall have no more than 14 days after the written decision is delivered to request reconsideration by the Council. If still not satisfied with a decision of the Council, one may pursue appeals to District Court within 28 days of the written decision being delivered.

**\*OFFICE USE ONLY\***

**SHORT PLAT FEE - \$1805.00**

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

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

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