



City of Victor, Idaho

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

All items listed below are required to be submitted with the Preliminary Plat unless otherwise stated below

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 (DUE AT PRELIMINARY PLAT)**
- 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** (including phasing timeline)
- CONDITIONS, COVENANTS, AND RESTRICTIONS (CC&R'S) FOR THE DEVELOPMENT**
- 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** (Final Plat)

SUBDIVISION PROCESS

The process for Preliminary Plat is outlined in the Land Use Development Code Art. 14.5.10.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 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 subdivision.
5. Following approval of a Preliminary Plat from the Council, the applicant will work with staff to ensure the following items are resolved prior to receiving a letter of Preliminary Plat Approval, which allows construction to start.

The process for Final Plat is outlined in the Land Use Development Code Art. 14.5.10.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 City Council Public Hearing.
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 amendment.
5. Once the Council approved the Final plat and "as built" plans are submitted, 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.

EVALUATION CRITERIA

The Approval Criteria for Preliminary Plat is outlined in the Land Use Development Code Art. 14.10.3.C.8.

1. Recommendations of the Administrator, including recommendations from internal City departments and external agencies;
2. Compliance with the applicable requirements of the Land Development Code. Substantial conformance with the City's applicable adopted plans and policies.

The Approval Criteria for Final Plat is outlined in the Land Use Development Code Art. 14.10.3.D.9.

1. Recommendations of the Administrator, including recommendations from internal City departments and external agencies;
 2. Compliance with the applicable requirements of the Land Development Code;
 3. Substantial conformance with the City's applicable adopted plans and policies;
 4. Substantial conformance with the Preliminary Approval; and
 5. The City of Victor Planning & Building Department, City Public Works Director, Teton County Fire District and any other agencies inspection reports.
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APPEAL

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

PRELIMINARY PLAT FEE	\$2,476.80 - UNDER 5 LOTS	FINAL PLAT FEE	\$1,238.40 - UNDER 5 LOTS
	\$2,652.60 - 5 TO 20 LOTS		\$1,326.30 - 5 TO 20 LOTS
	\$2,676.00 - OVER 20 LOTS		\$1,338.00 - 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: _____
