

Planning and Zoning Application & Checklist

DESIGN REVIEW

Owner(s) Name: _____

Applicant Name*: _____

Owner Purchaser Lessee Builder

Phone: _____ Email: _____

Mailing Address: _____

____ Submit proof of ownership: Warranty Deed available at www.tetoncountyidaho.gov/PublicRecords

____ *Approval of the property owner(s) if different from the applicant: Submit a letter or valid option/lease agreement indicating authorization from property owner.

SECTION I. Location

Property Address: _____

Subdivision: _____ Block #: _____ Lot #: _____

Size of Property: _____ (Sqft or Acres)

Zoning District: _____

Overlay District (Check all that apply) * Please contact the Victor Planning Department for Verification on overlay districts.

Trail Creek Flood Damage Prevention Parking Overlay
 Area of Impact Workforce Housing Overlay West Center St Gateway Overlay

____ Vicinity Map: Submit a map indicating the location of the proposed project in relation to adjacent properties, buildings, and streets. Identify the existing uses and zones of the adjacent properties.

SECTION II. Project Information

New Construction Re-model of building and/or site improvements*

*When existing uses or developments are modified the following questions apply to ONLY that portion of the use or development that is to be modified.

Existing Use: _____ Proposed Use: _____

Total Site Area Impacted by Development: _____ (Sqft or Acres)

____ Narrative: Attach a brief statement describing the proposal, including a summary of any structural and/or site changes.

____ Site Questionnaire and Site Plan Map: Please respond to the applicable questions below and attach a site plan drawn to scale that includes a graphical representation of the information requested.

To determine which questions are applicable please contact City of Victor Planning Staff.

1. **Site Location:** Property line dimensions, existing/proposed structures, adjacent streets, easements, public thoroughfares, and adjacent building outlines within twenty (20) feet of the property lines. Property boundary maps are available from the Teton County Recorder's Office or online at tetoncountyidaho.gov/gis_disclaimer & tetoncountyidaho.gov/PublicRecords. Please see the Site Plan Review Application for additional Site Plan Submittal Standards.

N/A 2. **Pedestrian Access:** Describe below and identify on the site plan the location and dimensions of existing and/or proposed pedestrian accesses and amenities - benches, kiosks, courtyards, telephones, bike racks, etc. _____

N/A 3. **Fencing:** Describe below and identify on the site plan the location and height of walls or fences proposed or existing to remain: Size: _____ Type: _____

**For all new construction, change of use, and structural additions,
the following information is requested:**

N/A 4. **Waste/Recycling Receptacles:** Describe below and identify on the site plan the location, dimensions, and proposed screening of waste storage areas: _____

N/A 5. **Loading Facilities:** Describe below and identify location on the site plan:
Number and dimensions*: _____
**Single buildings or developments consisting of multiple buildings with over 10,000sqft of net floor area are subject to the off-street loading regulations in the Land Development Code Art. 11.1.7.*

Screening: _____

N/A 6. **Parking:** The Parking Regulations in [Sec. 11.1](#) of the Land Development Code must be met when a building is constructed or enlarged; when the capacity of a building is increased; or when the use of the building is changed and such change creates a 25% increase in parking required under said section. If any of those scenarios apply, please answer the following questions.

a. On-Street parking: Indicate the number of existing and/or proposed parking spaces located in the right of way along the frontage of the building, development, or land use: _____

b. Off-street parking: Answer questions below and depict on the site plan any access routes, lanes, and dimensions for parking spaces.

Parking spaces proposed: _____ Parking spaces required: _____
Handicapped spaces provided: _____ Handicapped spaces required: _____
Compact spaces proposed: _____ Compact spaces allowed: _____
Bike spaces proposed: _____ Bike spaces allowed: _____

c. Are you requesting shared parking or parking reduction? Yes No If yes, please explain:

- N/A 7. **Landscaping:** If the proposal is for new construction or a remodel/addition that increases the gross floor area or vehicular use area of an existing structure or development by 25% or more, 8.

_____ Landscaping Plan submitted. See [Design Standards \(II.A.1.f\)](#) for Landscaping Plan Requirements.

For all new construction the following information is further requested:

9. **Utilities:** Identify on the site plan the location of existing water and sewer lines with indication of size, the location and size of such lines to be extended into the proposed project as well as the location of other utilities i.e., telephone, power, gas, cable, etc.
10. **Fire:** Identify on the site plan and/or Vicinity Map the location of existing and proposed fire hydrants within or nearby the project.
11. **Water:** Are there any irrigation ditches/canals, streams, lakes, ponds, wetlands, riparian area, floodplain or any bodies of water on the property or adjacent to it? Yes No
If yes, identify their location and size on the site plan.
12. **Storm Water:** Identify the drainage patterns of impervious surfaces and the proposed method of on-site retention of storm water and/or any off-site improvements. _____

13. **Snow Storage:** Define the location and approximate dimensions of storage area: _____

14. **Impervious Surface:**

_____ sqft / _____ sqft = _____ % of site devoted to building

coverage and paved areas

(Total buildings and impervious surfaces inclusive of - parking lots, roads, patios, buildings, sidewalks, etc.)

SECTION III. Building Information

Do you currently have plans submitted for a Building Permit? Yes _____ No
(Permit #)

Please respond to the applicable questions below. If you have questions, please contact the Victor Planning Department. When existing uses or developments are modified the questions apply to ONLY that portion of the use or development that is to be modified.

1. Square footage of proposed structures or additions: _____

Floor	Gross Square Feet	Net Leasable Square Feet
First:	_____	_____
Second:	_____	_____
Other:	_____	_____

2. Square footage of existing structures to remain or be re-modeled:

Floor	Gross Square Feet	Net Leasable Square Feet
First:	_____	_____
Second:	_____	_____
Other:	_____	_____

3. Building Heights: _____ Number of Stories _____

4. Size of residential units (if applicable):

	Number of Units	Sq. Ft per Unit	Total Square Feet
Studio	X	_____	_____
1 Bedroom	X	_____	_____
2 Bedroom	X	_____	_____
3 Bedroom	X	_____	_____
Total Units:	_____	Total Square Feet:	_____

SECTION IV. Architectural Plan

Please respond to the applicable questions below. When existing uses or developments are modified the questions apply to **ONLY** that portion of the use or development that is to be modified.

_____ **Architectural Plan:** *Attach a plan drawn to scale that includes the following information:*

1. A legend with identifying symbols for the number, size and type of all existing vegetation and all proposed landscaping
2. A description of the type and coverage of the irrigation system(s) planned for all landscaped areas
3. Floor plans for all applicable stories drawn at 1/8" or greater scale; and
4. Exterior elevations for all sides of the building, drawn at the same scale as Floor Plans, showing type and color of proposed building materials, architectural details, lighting and signage in sufficient detail to communicate how the Design Standards will be met.
 - a. Exterior Building Materials and Colors:
 - i. Roof: _____
 - ii. Walls: _____
 - iii. Windows/Doors: _____
 - iv. Fascia, Trim etc.: _____
 - v. Other: _____

_____ **Colors of Exterior Materials:** *Attach a sample of colors and/or materials.*

_____ **Lighting:** *please submit a lighting and photometric plan that describes the location and type of any existing and proposed exterior lighting. Include fixture types, mounting heights, bulb type and wattage. All lighting must be night-sky friendly according to the City's lighting ordinance. Regulations and exemptions for new or existing lighting may be found in [Sec 11.4](#).*

SECTION V. Signs (LDC 11.3)

Do you currently have plans submitted for a Sign Permit? Yes _____ No
(Permit #)

A sign application and approved sign permit is required before installation of any signs, but a general sign plan showing location, size, material, proposed sign lighting and type of signs must be submitted with this application.

____ **Sign Plan:** *Attach a drawing of all proposed and existing signs.*

SECTION VI. Review and Approval Process

The Planning & Zoning Administrator will determine if an application is complete. If the application is for a project under 5,000 square feet, the Planning Administrator will review it for conformance with all plans and applicable standards and will issue an approval, approval with conditions or denial of the application. The administrator at their discretion may forward any Design Review application to the Planning and Zoning Commission for their disposition. Review by the Planning and Zoning Commission at the next regularly scheduled meeting.

Any revision to this application must be received 14 days prior to the meeting date, or your application will be deferred to the next meeting. Staff will determine whether the application can still be heard on the scheduled date, which depends on the degree of modification.

Planning and Zoning Commission will review for consistency with City standards and guidelines and forward a recommendation to the Planning and Zoning Commission. The Planning and Zoning Commission will review the application and vote to approve, approve with modifications or deny the application.

SECTION VII. Evaluation Criteria

The proposal will be reviewed in accordance with the Design Standards and other applicable Land Use Development Code standards. Design standards should support the following: integration and functionality of land uses, honor to our western heritage, respect neighborhood transitions, designed to our climate, aesthetics and context-sensitive design, and balance durability and affordability.

SECTION VIII. Acceptance

The Planning & Zoning Administrator reserves 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 the City Council shall be truthful and correct.

I have read and understand the application, review procedures, and responsibilities which accompany this application.

Applicants(s) Signature

Date

OFFICE USE ONLY

FEE: \$ _____ *(plus any additional cost incurred)* must accompany this completed application.

Under 5,000 SF included in Building Permit **Over 5,000 SF \$538.00**

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

P&Z FILE #: _____