



# City of Victor, Idaho

## Pre-Application Conference

Permit #: PAC \_\_\_\_\_

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

All information transmitted in a Pre-Application Conference is non-binding and will be re-evaluated upon submittal of a complete application.

**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:** \_\_\_\_\_

**BUILDING ADDRESS:** \_\_\_\_\_

**SUBDIVISION:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

## APPLICATION SUBMITTAL REQUIREMENTS

See check list below for details

- WARRANTY DEED**
- SITE PLAN & NARRATIVE** (*Hard Copy & Digital Copy*)
- NOTARIZED AUTHORIZATION LETTER FROM PROPERTY OWNER** (*If applicable*)

## PROJECT PROPOSAL

Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>BUILDING PERMIT RESIDENTIAL</b>     | <input type="checkbox"/> <b>REZONE MAP AMENDMENT</b>         |
| <input type="checkbox"/> <b>BUILDING PERMIT COMMERCIAL</b>      | <input type="checkbox"/> <b>ANNEXATION</b>                   |
| <input type="checkbox"/> <b>SUBDIVISION</b>                     | <input type="checkbox"/> <b>CONDITIONAL USE PERMIT</b>       |
| <input type="checkbox"/> <b>PLAT AMENDMENT</b>                  | <input type="checkbox"/> <b>ZONING CODE TEXT AMENDMENT</b>   |
| <input type="checkbox"/> <b>LOT SPLIT</b>                       | <input type="checkbox"/> <b>COMPREHENSIVE PLAN AMENDMENT</b> |
| <input type="checkbox"/> <b>LOT LINE ADJUSTMENT</b>             | <input type="checkbox"/> <b>VARIANCE</b>                     |
| <input type="checkbox"/> <b>DEVELOPMENT AGREEMENT AMENDMENT</b> | <input type="checkbox"/> <b>OTHER:</b> _____                 |

## PRE-APPLICATION CONFERENCE AVAILABILITY

Planning, Engineering and Public Works staff reserve Wednesday mornings each week for Pre-Application Conferences. Please indicate additional times/days you are able to meet. Circle all that apply.

**WEEK OF:** \_\_\_\_\_ **WEDNESDAY: 8:30AM, 9AM, 9:30AM, 10AM, 10:30AM, 11AM, 11:30AM**

**WEEK OF:** \_\_\_\_\_ **WEDNESDAY: 8:30AM, 9AM, 9:30AM, 10AM, 10:30AM, 11AM, 11:30AM**

I, \_\_\_\_\_, the applicant, understand that during the Pre-Application Conference I must present a narrative outlining the scope and scale of the proposed development, and a site plan that generally shows the property, existing development, and proposed development.

Under penalty of law I hereby certify that I have read and understand this application and state that the information herein is 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:** \_\_\_\_\_