



Developers Agreement Amendment Application

Approval Process: see [Article 14.10 – Modifications to Previous Approvals](#)

14.10.3.B. – *Insignificant Changes / Vacations*

14.10.3.C. – *Significant Changes / Vacations – Minor*

14.10.3.D. – *Significant Changes / Major*

Prior to submitting a Development Agreement Amendment Application you must participate in a Pre-Application Conference with Planning, Engineering and Public Works and Legal staff to discuss the procedures, standards, and required supporting materials needed to review and approve your project. [Pre-Application Conference request form.](#)

Application Number: _____

Date: _____

IW # _____

Applicant's Information

Applicant's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Is applicant other than the owner? Yes _____ No _____

If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. A sample letter of authorization is available on City of Victor website: [Authorization Letter](#)

Owner's Information *(if applicant is other than the owner)*

Owner's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Property Information

Name of Subdivision or Development: _____

Phase: _____ Street Address of Project: _____

Location/Legal Description: Section, Township, Range: _____

Legal description can be found on the Warranty Deed.

Current Zoning and Use of Property: _____

Existing zoning can be found on the City of Victor zoning map.

Are other applications for this property being submitted simultaneously? Yes _____ No _____

If yes, what other applications have been submitted?

Property Owner Consent:

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.

Property Owner’s Signature: _____ **Date:** _____

Please attach the following information, 1 paper copy and 1 digital copy (digital copy can be e-mailed or submitted on a CD or memory drive):

- Letter of Authorization, if applicable
- Warranty Deed
- Copy of original, recorded Development Agreement
- Text of proposed amendment(s) to Development Agreement
- A narrative with the following information:
 - o Why the amendment(s) is being proposed
 - o Why the amendment(s) would be in the public’s best interest
 - o History of the development/subdivision
 - o Map(s) depicting areas that will be impacted by the amendment
- Any plats, diagrams, maps, studies, and/or other information identified during your Pre-Application Conference

Application is not considered complete, and will not be processed, until all required documents are submitted.

Process:

A Development Agreement amendment application is processed in one of three of the following ways, as determined during the Pre-Application Conference.

- Insignificant Changes / Vacations (reference Victor Code [14.10.3.B.](#))
- Significant Changes / Vacations – Minor (reference Victor Code section [14.10.3.C.](#))
- Significant Changes / Major (reference Victor Code [14.10.3.D.](#))

A development agreement may require consideration by Victor City Council during a public hearing. Public hearings can only be held after complying with the notice and public hearing provisions of Idaho Code section [67-6509](#). Idaho Code section 67-6509 noticing requirements dictate that public hearings must be noticed in the newspaper of record at least 15 days prior to the hearing, and that letters noticing the hearing must be mailed to all property owners within 300’ of the outer boundaries of the subject property, among other requirements.

Fees:

- | | |
|---|------------------|
| 1. Application Fee | \$ 500.00 |
| 2. Reimbursement of City Attorney’s fees
<i>(to be discussed during the Pre-Application Conference)</i> | \$ _____ |
| 3. Publications Costs, if a public hearing is required
<i>Publication in the newspaper of record, Teton Valley News,
for two weeks, and mailing to adjoining property owners
and public agencies</i> | \$ 150.00 |

TOTAL DUE: \$ _____

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

Questions:

Contact Josh Wilson, Planning and Zoning Administrator, at joshw@victorcityidaho.com or 208-787-2940x14.



PLANNING AND ZONING DEPARTMENT

32 Elm Street, Victor Idaho 83455

Phone: 208-787-2940 | Fax: 208-787-2357

*Holiday conflict-date may change

2017 Hearing Schedule and Deadlines (CC & PZC)									
Applica tion Deadlin e	PZC DRC	PZC Notice Due	PZC Staff Report Due	Hearing Date (PZC)	Public Comment Due	DRC	CC Notice Due	CC Staff Report Due	Hearing Date (CC)
10/11/2016	10/19/2016	10/20/2016	10/31/2016	11/15/2016	7 calendar days before hearing date	12/2/2016	12/1/2016	12/13/2016	12/28/2016
11/15/2016	11/23/2016	11/24/2016	12/5/2016	12/20/2016	7 calendar days before hearing date	12/30/2016	12/29/2016	1/10/2017	1/25/2017
12/13/2016	12/21/2016	12/22/2016	1/2/2017	1/17/2017	7 calendar days before hearing date	1/27/2017	1/26/2017	2/7/2017	2/22/2017
1/17/2017	1/25/2017	1/26/2017	2/6/2017	2/21/2017	7 calendar days before hearing date	2/24/2017	2/23/2017	3/7/2017	3/22/2017
2/14/2017	2/22/2017	2/23/2017	3/6/2017	3/21/2017	7 calendar days before hearing date	3/31/2017	3/30/2017	4/11/2017	4/26/2017
3/14/2017	3/22/2017	3/23/2017	4/3/2017	4/18/2017	7 calendar days before hearing date	4/28/2017	4/27/2017	5/9/2017	5/24/2017
4/11/2017	4/19/2017	4/20/2017	5/1/2017	5/16/2017	7 calendar days before hearing date	6/2/2017	6/1/2017	6/13/2017	6/28/2017
5/16/2017	5/24/2017	5/25/2017	6/5/2017	6/20/2017	7 calendar days before hearing date	6/30/2017	6/29/2017	7/11/2017	7/26/2017
6/13/2017	6/21/2017	6/22/2017	7/3/2017	7/18/2017	7 calendar days before hearing date	7/28/2017	7/27/2017	8/8/2017	8/23/2017
7/11/2017	7/19/2017	7/20/2017	7/31/2017	8/15/2017	7 calendar days before hearing date	9/1/2017	8/31/2017	9/12/2017	9/27/2017
8/15/2017	8/23/2017	8/24/2017	9/4/2017	9/19/2017	7 calendar days before hearing date	9/29/2017	9/28/2017	10/10/2017	10/25/2017
9/12/2017	9/20/2017	9/21/2017	10/2/2017	10/17/2017	7 calendar days before hearing date	10/27/2017	10/26/2017	11/7/2017	11/22/2017*
10/17/2017	10/25/2017	10/26/2017	11/6/2017	11/21/2017*	7 calendar days before hearing date	12/1/2017	11/30/2017	12/12/2017	12/27/2017*

11/14/2017	11/22/2017	11/23/2017	12/4/2017	12/19/2017	7 calendar days before hearing date	12/29/2017	12/28/2017	1/9/2017	1/24/2017
12/12/2017	12/20/2017	12/21/2017	1/1/2018*	1/16/2017	7 calendar days before hearing date	2/2/2018	2/1/2018	2/13/2018	2/28/2018

Office Use Only

Application Number: _____ **Date complete application received:** _____

Public Hearing Required?: Y N **Council meeting review date:** _____

Reviewed With Applicant by _____ **Date** _____
P&Z Admin

Reviewed by P&Z Administrator _____ **Date** _____

Reviewed by City Engineer _____ **Date** _____

Reviewed by Public Works _____ **Date** _____

Reviewed by Fire Marshall _____ **Date** _____

Reviewed by P&Z Chair _____ **Date** _____

Comments _____

Permit Approved: YES ___ **NO** ___ **CONDITIONS YES** ___ **NO** ___

Conditions _____

Follow Up Inspection _____ **Date** _____

Follow Up Inspection _____ **Date** _____