



Condominiumization Application

Approval Process: see [Article 14.5.11.– Condominiumization](#)

Application Number: _____ Date application received: _____
IW #: _____

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

Property Owner's Information

Owner's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Applicant/Authorized Representative's Information (if application is being represented on owner's behalf)

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](#)

Property Information

Street Address of Project: _____

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

Current Zoning and Use of Property: _____

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

If yes, what other applications have been submitted? _____

Property Owner(s)' 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: _____

Property Owner's Signature: _____

Date: _____

Application Submittals Required:

- Letter of Authorization, if applicable.
- Proof of interest in the subject property (Warranty Deed).
- Copy of Condominium Bylaws;
- Copy of Certificate of Occupancy
- Condominium Declaration in conformance with Idaho Code 55-1505;
- Approval letter from Teton County Fire District;
- Acceptance letter from city for water and sewer hookups;
- Two (2) draft deeds (unrecorded) for each of the proposed new units that shall be created providing the Condominiumization is approved; and
- All plans/studies/narratives identified during the Pre-Application Conference required for the Property Development Plan.
- Plat Map, prepared by an Idaho licensed land surveyor, **one paper copy 24" x 36" and one mylar copy 24" x 36"**, containing the following information:
 - Signature / Certificate Blocks for the following:
 - Property owner(s)
 - Planning and Zoning Administrator
 - Mayor of the City of Victor
 - City Clerk
 - Surveyor's Certificate
 - County Recorder's Certificate
 - Reference to the Recorded Bylaws instrument #
 - North arrow, scale and date;
 - Instrument Numbers for any plats previously recorded with the Teton County Clerk;
 - The size of each existing unit shown in square feet, with legal descriptions, with legal descriptions,
 - The boundary lines of the tract the building exists on;
 - The location, widths and other dimensions of all existing or proposed:
 - Streets;
 - Easements (access, utility etc.);
 - Power lines;
 - Buildings, structures, or any other natural or man-made features, within, contiguous to, or in the general area of the property to be divided;
 - Common Space;
 - Utilities locations;
 - sanitary sewers;
 - sewer services;
 - storm drains;
 - water supply mains;
 - water services;
 - fire hydrants.
- Elevation drawings for proposed buildings, and existing buildings, where applicable
- Any other information as requested by the Administrator to determine if the proposed variance meets the intent and requirements of the Victor Development Ordinance.

1 digital copy of the entire application, including all narratives, the Annexation Plat, and other plans/drawings where applicable, must accompany the application upon submission. The digital copy can be submitted on a CD, or on a USB drive.

Approval Criteria for a Condominiumization:

1. Any proposed condominium shall comply with all applicable criteria and standards of the City regulations, conditions of approval established in the previous approval, and the development agreement approved as part of the previous approval.
2. Condominiums shall not increase the number of lots, only create separate units.
3. Condominiums shall not change the uses approved, or the location of where certain uses are approved.
4. Condominiums shall not increase or create new and potentially substantial direct or indirect impacts on the neighborhood, vicinity of the subdivision or overall community.
5. The structure must have a certificate of occupancy, or the approval of the Condominiumization can be conditioned on obtaining the Certificate of Occupancy

Process:

See the Victor Municipal Code: **Article 14.5.11.– Condominiumization**

Appeals:

Applicants or affected property owners unsatisfied with the Planning and Zoning Commission’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 Planning and Zoning Commission’s decision is delivered. The appeal will be heard by the City Council. Decisions of the City 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 City Council one may pursue appeals to District Court within 28 days of the written decision being delivered.

Fees:

1. \$1385- condo plat
2. \$380- Plat Review Fee (paid to the Teton County Surveyor)

Total Due \$_____

(Additional fees may be billed for direct charges, such as review by contracted specialists, etc)

For Office Use Only

Permit #: _____

Reviewed with Applicant by _____ **Date** _____
Signature

Planning and Zoning Administrator _____

Comments _____

Planning and Zoning Commission Hearing Date: _____

Reviewed by Public Works _____ **Date** _____

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

Reviewed By Fire Chief _____ **Date** _____

Variance Approved: YES___ **NO**___ **CONDITIONS YES**___ **NO**___

Conditions for approval: _____

Follow Up Inspections _____ **Date** _____