



Lot Split Application
Approval Process: see [Article 14.5.8 – Lot Split](#)

Application Number: LS _____
IW #: _____

Date application received: _____

Prior to submitting a Lot Split 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

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](#)

Registered Surveyor/Engineer:

Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

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 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:

- Warranty Deed for property
- Unrecorded deeds for the two new proposed parcels, with the proposed legal descriptions and the statement "the parcel may not be divided for five years and then may be divided only in compliance with City of Victor Municipal Code" included on both deeds.
- Any plans or studies identified during the Pre-Application Conference to be included as part of the Property Development Plan
- Surveyed plat map, **prepared by a licensed/registered surveyor or engineer**, 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
 - Planning and Zoning Administrator
 - Mayor of the City of Victor
 - City Clerk
 - Surveyor's Certificate
 - County Recorder's Certificate
 - North arrow, scale and date
 - The legal location of the lot referred to in the records of the County Recorder
 - Instrument Numbers for any plats previously recorded with the Teton County Clerk for the parcels
 - Property lines for both parcels resulting from the Lot Split
 - The size of the existing lot shown in both square feet and acres, with legal description, and the size each lot will be after the Lot Split, shown in both square feet and acres, with legal descriptions.
 - The location, widths and other dimensions of all existing or proposed:
 - Streets;
 - Easements;
 - 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;
 - Water courses, wetlands, floodplain and floodway areas; *(if applicable)*
 - Substantial changes in topography *(if applicable)*
 - Substantial vegetation *(if applicable)*
 - The location of existing and proposed
 - sanitary sewers;
 - sewer services;
 - storm drains;
 - water supply mains;
 - water services;
 - fire hydrants; and
 - culverts within the property and immediately adjacent thereto.
 - Any other natural or man made features, within, contiguous to, or in the general area of the property to be divided.

Submit a digital copy of the entire application (including plat maps) by CD or USB flash drive with your application.

Process:

See the Victor Municipal Code, [Article 14: Administration, Div. 14.5.8. – Lot Splits](#)

Fees:

Application	\$412.00
Survey review (Pay to Teton County Surveyor)	\$230.00
Total Due:	\$ _____

Cost of recording fees, and other direct costs may be assessed.