



Site Plan Review Application
Approval Process: see [Article 14.6 – Administrative Review](#)

Application Number: _____
IW #: _____

Date application received: _____

Prior to submitting a Site Plan Review 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. [View the Pre-Application Conference Request Form](#). After your Site Plan has been approved you may submit your application for a Building Permit.

Submit your completed Site Plan Review application to the Planning and Zoning Administrator.

Property Owner's Information

Owner's Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

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

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: _____

Proposed new development and/or use of property: _____

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

If yes, what other applications have been submitted?

Note: Architect's license required - All plans for **public projects, commercial projects, and residential projects containing three or more dwelling units** shall be prepared by an Architect licensed in the state of Idaho.

Required Submittals:

- 11"x17" printed copy of all plans; and (1) digital copy of the entire application, including all plans.
 - All plans and fees must be submitted in order for the application to be reviewed.
- Warranty Deed
- Any plans/studies identified during your Pre-Application Conference that are necessary as part of the [Property Development Plan](#).
- **Vicinity map**, to scale, indicating:
 - Site location in relationship to neighboring buildings, streets, and the surrounding area
- **Site Plan**, to scale and with dimensions shown, indicating the following, where applicable:
 - Scale and North Arrow
 - Property lines, with dimensions, and proposed property lines (if this Site Plan Review relates to a Boundary Line Adjustment, Lot Split or a proposed subdivision that will create a new lot or new lots)
 - Existing building(s), including detached accessory structures such as garages / storage buildings
 - Proposed building(s), including detached accessory structures such as garages / storage buildings
 - Proposed parking spaces (Reference [Article 11: Site Development, Div. 11.1 Access and Parking](#) for commercial/mixed use parking space requirements and [Article 8: Building Types, Div 8.17 Parking Location](#) for residential garage configuration)
 - Snow storage location, and dimensions of space allocated for snow storage
 - Proposed general circulation to and within the site, including loading docks
 - Adjacent streets, with street names labeled
 - Flood plain, creeks, streams, canals, ditches, and irrigation lines
 - Water, sewer, and electricity ties to the property
 - **Call Dig Line to have your utilities located – 811 or 208-342-1585**
 - All easements (utility, access, irrigation, etc) with type of easement noted
 - Refer to [Article 3: Rural Districts](#), [Article 4: Residential Districts](#), [Article 5: Mixed Use Districts](#), [Article 7: Civic/Open Space Districts](#) or [Article 9: Special Districts](#) for setbacks, lot coverage, etc.

Review Procedure:

Upon receipts of a complete application the application will be reviewed administratively, and in the case of Major Site Plan Reviews (projects over 5,000 square feet or requiring 5,000 square feet of site disturbance), may be reviewed by the Planning and Zoning Commission, in accordance with [Article 14: Administration, Division 14.6 – Administrative Review](#).

Designing your project:

For preparation of your project, see the [Zoning Ordinance](#) for design standards and the **Public Works Standards and Specifications** for infrastructure standards. Contact the Public Works Department for the Public Works Standards and Specifications, 208-787-2940.

Appeals:

See [Div. 14.6.9.D – Site Plan Review Appeal](#) for the Site Plan Review appeal procedure.

Questions:

Contact the Planning and Zoning Administrator, at 208-787-2940.

Fees:

Minor Site Plan Review (new construction and site disturbance under 5,000 square feet): **Included in Building Permit**

Major Site Plan Review (new construction and site disturbance over 5,000 square feet): **\$538.00**

Application Fee Due: \$_____

Additional fees for services rendered (including but not limited to fees for City Attorney, City Engineer, and City Staff) to be negotiated before application is certified as complete.

Office Use Only

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

P&Z Commission review required?: Y N **P&Z Commission 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** _____

Follow Up Inspection _____ **Date** _____