

SUBDIVISION/PLANNED UNIT DEVELOPMENT
Planning & Zoning Department



CONCEPT PLAN APPLICATION

The Concept Subdivision Review is the first of three steps in the development process. The full plat approval is a three step process; Concept Plan, Preliminary Plat, and Final Plat. The first step in the Concept review process is scheduling a pre-application meeting between the applicant and the Planning Administrator. Once the pre-App meeting is complete, applicant will submit required application materials to the Planning staff. The application will be stamped when received, and will be reviewed for completeness. It is recommended that the Applicant review Chapter 4-13 of the Teton County Land Development Code and Development standards prior to submittal. This chapter along with application materials are located on the County website at www.tetoncountyidaho.gov. The Planning staff is also available to discuss applications and answer questions prior to receiving an application.

For Office Use Only

Fees Paid

Check # _____ Credit Card Cash _____

Fees are non-refundable.

Requirement for Submittal: Ensure all requirements are included. Incomplete applications will not be put on hold. Incomplete and partial applications will be returned to applicant.

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner Info

Owner Name: _____ Address: _____ Zipcode: _____

Project Location

Name of Applicant (if different than owner): _____ Phone: () _____

Project Address (if different than owner address): _____ Zip code: _____

Email: _____ Zoning District: _____

Primary Contact (if not applicant): _____

Email: _____ Phone: () _____

Designated Primary Contact

Owner Agent/Representative

Engineering Firm: _____ Contact Person: _____ Phone: () _____

Address: _____ Email: _____

Project Info

Proposed units/lots: _____ Total Acreage: _____ RP#: _____

Subdivision Name: _____



I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission public hearing.

Applicant Signature: _____ Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property to find it to be correct.

Owner Signature: _____ Date: _____

Checklist

All items need digital copies as well as paper copies.

- Latest recorded deed
- Subdivision and Road form with Development name approved (Date: _____)
- 10% of total base fee
- Affidavit of Legal Interest OR If applicant is corporate or part owner, proof they can sign on behalf of the corporation
- Pre-app complete (Date: _____)
- Title Report: A report or certificate prepared within the last six months that includes evidence of all easements and deed restrictions on the property and for access and utilities across any properties not under the control of the owner or applicant to the development from a dedicated public road. Copies of the documents referenced in the report should be submitted unless requested by the planner during review.
- Documents regarding previous land splits or boundary adjustments.
- A completed Application form, required fees, concept plan, and narrative

SECTION II: CONSIDERATION FOR APPROVAL

Please submit narrative referencing the following:

- Compliance with the LDC including chapter 6, zoning, lot configuration, and subdivision development standards.
- Ensure that essential design elements such as subdivision road layout, access, utilities, and open space meet the minimum standards set forth by Teton County (6-6-1 in LDC).
- Other health, safety or general welfare concerns that may be brought to the County's attention.

SECTION III: CHECKLIST OF ITEMS REQUIRED ON THE PLAN/PLAT DOCUMENT

1. Number of plans:

- Two (2) Plans (one 11" X 17" or 18" X 24") and one digital copy prepared by a professional land Surveyor/Engineer.

2. Items on Concept Plan:

- Plat is labeled "Concept Master Plan"
- All lots, sites, infrastructure, open space, and all public improvements
- Date prepared and date of any revisions
- North arrow
- Vicinity Map



3. Topographical information:

- Contour lines
- Flood hazard area, if any
- Overlay/Natural overlays

4. Design requirements:

- Total acreage
- Number of lots and size
- Street layout including width and designation of county road access with notation of approaches, if applicable, no closer than 300 feet to one another
- Existing streets and names within 200 feet
- Easements for irrigation, water, sewer, power, and telephone
- Existing structures

SECTION IV: CHECKLIST OF REQUIRED ITEMS

Please submit narrative or renderings of the following categories:

1. Water resources:

- Description of irrigation, culinary, and waste system
- Water rights
- Natural drainage channels, storm, and surface water drainage

2. Maps Required:

- Soil Types
- Geographical hazards

3. Availability and capability of public services:

- Fire and Police Protection
- Public road construction and maintenance
- Central water and sewer
- Parks, open space, and recreation
- Infrastructure/open space maintenance
- Schools
- Solid waste collection
- Libraries
- Hospital
- Estimate of tax revenue

5. Other Land Use Applications to accompany this:

- Scenic Corridor
- Conditional Use Permit
- Variance
- Zone Change

Section V: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION

Application is submitted on this the _____ day of _____ 20____.

