

Planning & Zoning Department



MINOR MODIFICATION OF A PLAT

The purpose of Minor Modification of a plat is to review changes to previously recorded plats of subdivisions, or planned unit developments. A pre-application meeting between the applicant and the Planning Administrator or staff is required before submitting an application. All revisions must comply with applicable current regulations. It may be unnecessary to duplicate studies and analyses that may have been required as part of the initial plat application and approval. Revisions must reduce the intrusion of development into sensitive natural areas of the County and reduce governmental costs associated with scattered development by expediting changes to recorded plats that reduce the number of vacant platted lots in the County.

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: _____ Zip code: _____

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

Project Info

Proposed Modifications: _____ Total Acreage: _____

RP#: _____



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 reviewed by the Planning Administrator and scheduled for 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: _____

All items need digital copies as well as paper copies.

Checklist

- Complete application and fee.
- Narrative explaining the changes that are being proposed.
- Plat, if applicable, labeled correctly as "Amended Plat".
- Revised maps showing a proposed vacation or revision to the layout of lots or buildings and any reduction in the number of lots or buildings.
- Drafts of recorded documents labeled as "Amended Plat"; approval letter from EIPH, approval letter from Teton County Fire Department, acceptance letter from city for sewer hookup from the providing community, if applicable.
- Changes to correct a property boundary, combining of lots, or changes in a single lot only require the property owner of the affected lots to sign the plat and application.
- Modification of open space, density, common area, road/Right of Way realignment, change of use, similar changed require signatures from all property owners in the platted subdivision to sign amended plat and application.

SECTION II: APPLICABILITY

- A proposed modification to an approved plat will be considered a minor change and therefore subject to this subsection when the proposed changes result in one or more of the following
 - Boundary line adjustments between lots within a subdivision
 - Lot consolidations of two or more platted lots into fewer lots
 - Changes to a master plan if they result in a reduction in density
 - Adjustment of building envelopes that are not in a sensitive area as identified by the Natural Resource Overlay Map.
 - Other changes of similar magnitude and minimal direct impact as determined by the administrator.
- All revisions must comply with all applicable current regulations.
- It may be unnecessary to duplicate studies and analyses that may have been required as part of the initial plat application and approval.
- Revisions must reduce the intrusion of development into sensitive natural areas of the County and reduce governmental costs associated with scattered development by expediting changed to recorded plats that reduce the number of vacant platted lots in the County.

SECTION III: CONSIDERATION FOR APPROVAL

Please submit narrative referencing the following:

- Any proposed changes shall comply with all applicable criteria and standards of the LDC or other county



regulations, and conditions of approval established in the previous approval.

- Insignificant changes shall not reduce the area of designated open space or increase the number of lots
- Insignificant changes shall not change the uses approved or the location of where certain uses are approved.
- Insignificant changes shall not increase or create new and potentially substantial direct or indirect impacts on the neighborhood, vicinity of the subdivision or overall community.

SECTION III: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION

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

Application is deemed complete and accepted on the _____ day of _____, 20____.

