

SUBDIVISION
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 or staff. Once the Pre-App meeting is complete, the applicant will submit required application materials to the Planning Department. 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: _____ 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 the applicant): _____

Email: _____ Phone: () _____

Designated Primary Contact

Owner Agent/Representative

Project Info

Proposed units/lots: _____ Total Acreage: _____

RP#: _____



Checklist

All items need digital copies as well as paper copies.

- Latest recorded deed and 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 waived by the planner during the review.
- Subdivision and Road Name form with Development name approved (Date: _____)
- 20% of the total base fee
- Affidavit of Legal Interest OR If the applicant is a corporation or part owner, proof they can sign on behalf of the corporation.
- Pre-app complete (Date: _____)
- Documents regarding previous land splits or boundary adjustments.
- A completed Application form, concept plan, and narrative.

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 reviewed or 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 _____ 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: _____

SECTION II: CONSIDERATION FOR APPROVAL

Please submit a narrative referencing the following:

- Compliance with the LDC including chapter 6, zoning district, lot configuration, and subdivision development standards.
- Ensure once 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.
- Address any natural resource overlays.
- 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



SECTION III: CHECKLIST OF ITEMS REQUIRED ON THE CONCEPT PLAT

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 Plat:

- 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 a 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 ADDITIONAL ITEMS

Please submit additional documentation 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. Other Land Use Application to accompany this subdivision:

- Scenic Corridor
- Conditional Use Permit
- Variance
- Scenic Corridor Review
- Conditional Use Permit
- Variance



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

Application is considered complete and accepted on this the _____ day of

