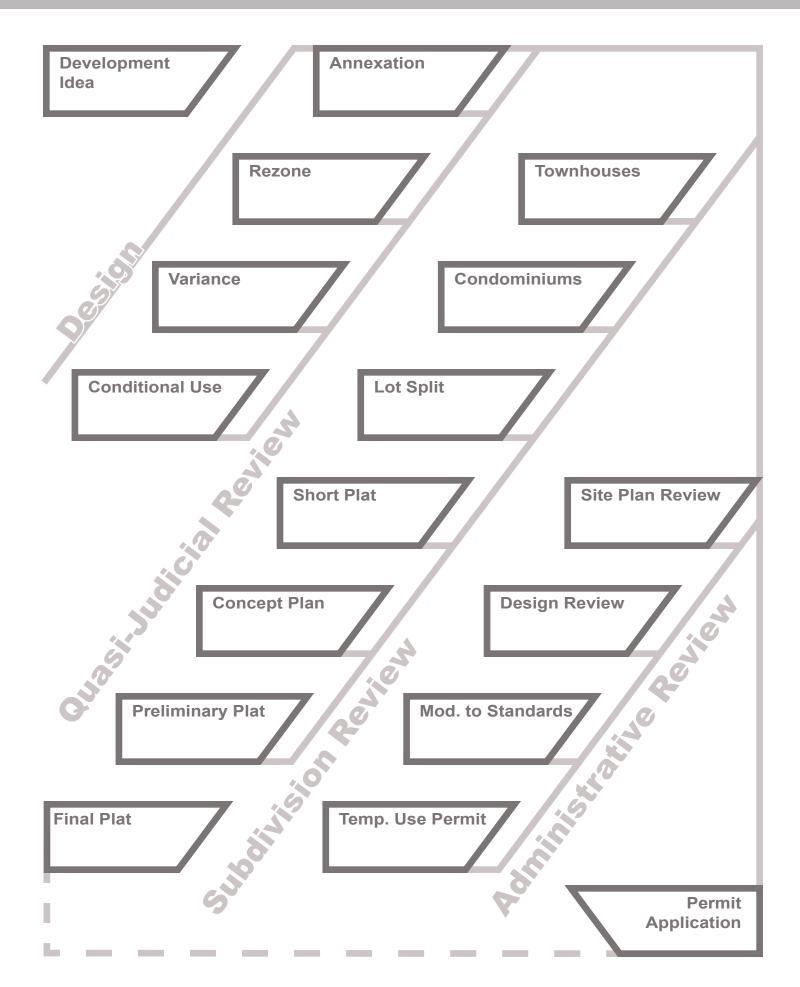
## Div. 14.1. Summary of Review Authority

The following table summarizes the review and approval authority of the various review bodies and officials that implement and administer the Land Development Code.

			Rev	iew and Ap	proval	Public Notice					
Approval Process	Cross-reference	Service Provider Notification	Planning Administrator	Planning & Zoning Commission	City Council	Neighborhood Meeting	Web	Posted (On-Site)	Mailed	Published	Posted Notice (City Hall)
Legislative Review	14.4										
Comprehensive Plan Amendment	14.4	Υ	R	R-PH	D-PH	N	Y	N	N	Υ	Υ
Land Use Code Text Amendment	14.4	Υ	R	R-PH	D-PH	N	Υ	N	N	Υ	Υ
Subdivision Review	14.5										
Lot Split	14.5.8	N	D	A-PM	-	N	N	N	N	N	N
Short Plat	14.5.9	Υ	R	R-PH	D-PM	N	Υ	Υ	Υ	Υ	Υ
Concept Plan	14.5.10	Υ	R	D-PH	A-PM	Р	Υ	Υ	Υ	Υ	Υ
Preliminary Plat	14.5.10	Υ	R	R-PH	D-PH	N	Υ	Υ	Υ	Υ	Υ
Final Plat	14.5.10	Υ	R	-	D-PM	N	Υ	N	N	N	Υ
Administrative Review	14.6										
Site Plan Review	14.6.10	N	R/D	P:D-PH A-PM	A-PM	N	Р	N	N	N	Р
Design Review	14.6.11	N	R/D	P:D-PH	A-PM	N	Р	Р	N	Ν	Р
Quasi-Judicial Review	14.7										
Conditional Use Permit	14.7.11	Υ	R	D-PH	A-PH	Р	Υ	Υ	Υ	Υ	Υ
Rezone Map Amendment (Project Specific)	14.7.12	Υ	R	R-PH	D-PH	Р	Υ	Υ	Υ	Y	Υ
Variance	14.7.13	Υ	R	D-PH	A-PH	N	Υ	Υ	Υ	Υ	Υ
Annexation	14.7.14	Υ	R	R-PH	D-PH	Р	Υ	Υ	Υ	Υ	Υ
Administrative Appeals	14.8										
Appeal of an Administrative Decision	14.8	N	D	A-PM	A-PM	N	Υ	N	N	Ν	Υ
Modification to Previous Approvals	14.10										
Modification to a Non-Subdivision	14.10.2	N	D	A-PM	-	N	N	N	N	N	N
Modification to a Plat - Insignificant	14.10.3	Р	R	-	D-PM	N	Р	Р	Р	Р	Р
Modification to a Plat - Significant (Minor)	14.10.3	Υ	R	-	D-PH	N	Р	Р	Р	Р	Р
Modification to a Plat - Significant (Major)	14.10.3	Υ	R	R-PH	D-PH	N	Р	Р	Р	Р	Р
Modification to Administrative Approval	14.10.4	N	D/R	A/D	А	N	Р	N	N	N	Р
Modification to Quasi-Judicial Approval	14.10.5	Р	D/R	Р	Р	Р	Р	Р	Р	Р	Р

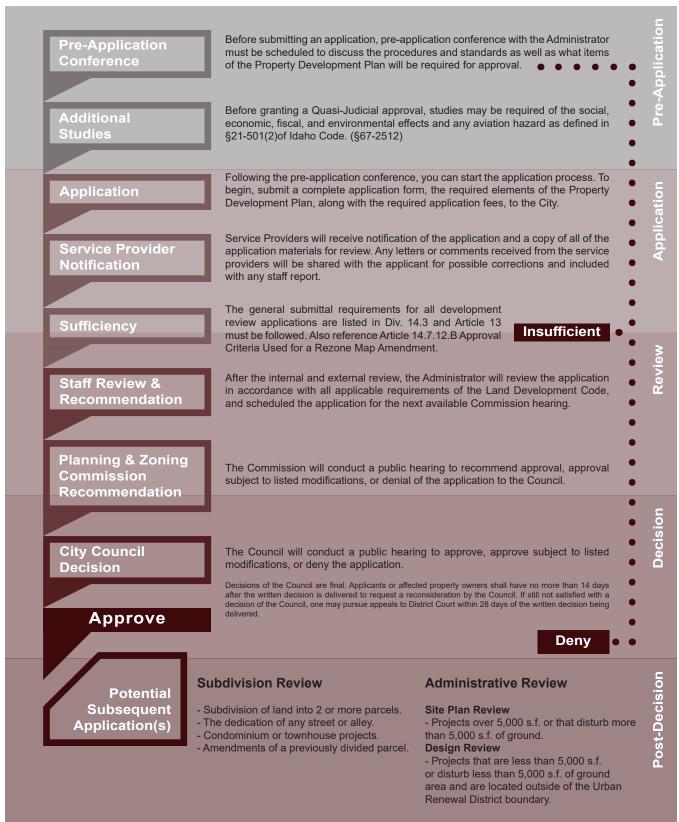
KEY: R = Review, Recommendation D = Decision A = Appeal PH = Public Hearing PM = Public Meeting Y = Required N = Not Required P = Possible Depending on the Scope of Project



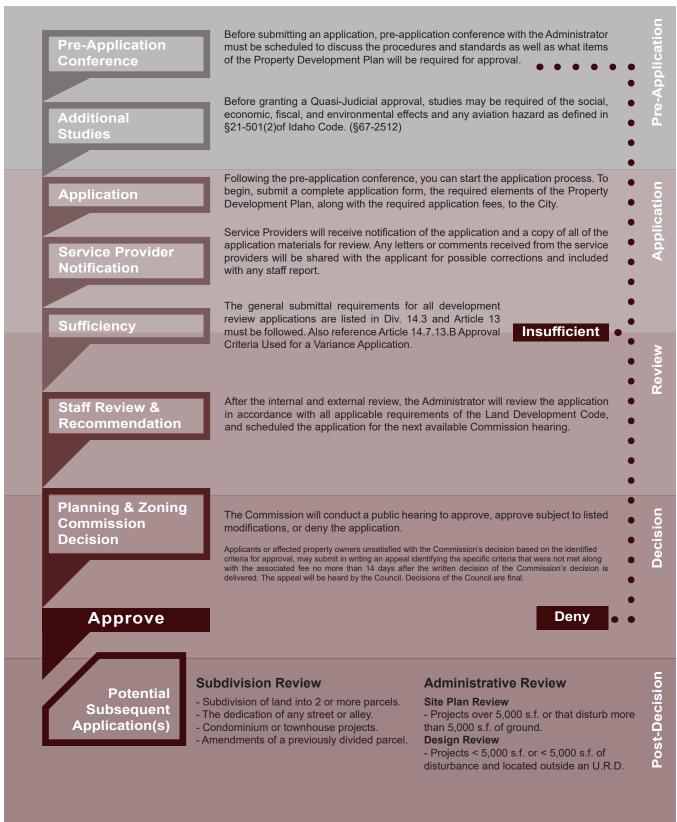
14.7.14 | This review is intended to provide standards and oversight to mitigate negative effects an annexation of land into the City limits may have on the public, neighborhood, or surrounding property owners. Any land that is added to the city by annexation must be added to the official zoning map, as required by I.C. 67-6525. Also, an annexation plat shall accompany all proposals for annexation. That plat may be strictly an annexation plat, showing the boundaries of the area to be added to the city, or it may be a plat associated with a Lot Split, Short Plat, or Full Plat, which shall be reviewed as required by this Title.

Pre-Application Conference  Additional Studies	must be scheduled to discuss the proced of the Property Development Plan will be Before granting a Quasi-Judicial approva	olication conference with the Administrator lures and standards as well as what items e required for approval.  al, studies may be required of the social, cts and any aviation hazard as defined in	Pre-Application
Application  Service Provider Notification	begin, submit a complete application for Development Plan, along with the require Service Providers will receive notification application materials for review. Any letter	, you can start the application process. To m, the required elements of the Property ed application fees, to the City.  of the application and a copy of all of the rs or comments received from the service ant for possible corrections and included	Application
Staff Review & Recommendation		4.3 and Article 13 4.7.14.B Approval on.  Part Administrator will review the application ements of the Land Development Code,	Review
Planning & Zoning Commission Recommendation  City Council Decision	City Council will take action on the app Council cannot be scheduled and/or not		Decision
Approve		ted property owners shall have no more than 14 days consideration by the Council. If still not satisfied with a strict Court within 28 days of the written decision being  Deny  Administrative Review	ion
Application(s) - Th	ubdivision of land into 2 or more parcels. ne dedication of any street or alley. ondominium or townhouse projects. nendments of a previously divided parcel.	Site Plan Review - Projects over 5,000 s.f. or that disturb more than 5,000 s.f. of ground.  Design Review - Projects that are less than 5,000 s.f. or disturb less than 5,000 s.f. of ground area and are located outside of the Urban Renewal District boundary.	Post-Decision

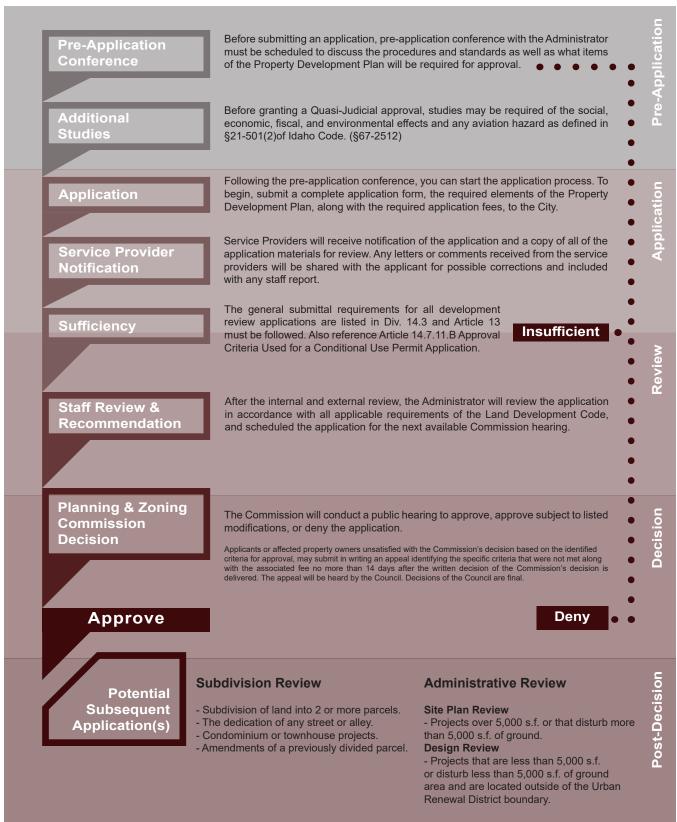
**14.7.12** | This review is intended to provide standards and oversight to mitigate negative effects a change in zoning may have on the public, neighborhood, or surrounding property owners. Recommendations of the Commission and decisions of the Council shall be made a matter of public record in accordance with sections 67-6511, 67-6519 and 67-6535 of the Idaho Code.



14.7.13 | Variances can only be approved if they are related to the zoning requirements of the Land Development Code, more specifically relating to lot size, lot coverage, width, depth, front yard, side yard, rear yard, setbacks, parking space, height of buildings, or other ordinance provision affecting the size or shape of a structure or the placement of the structure upon lots, or the size of lots as outlined in Idaho State Code 67-6516.



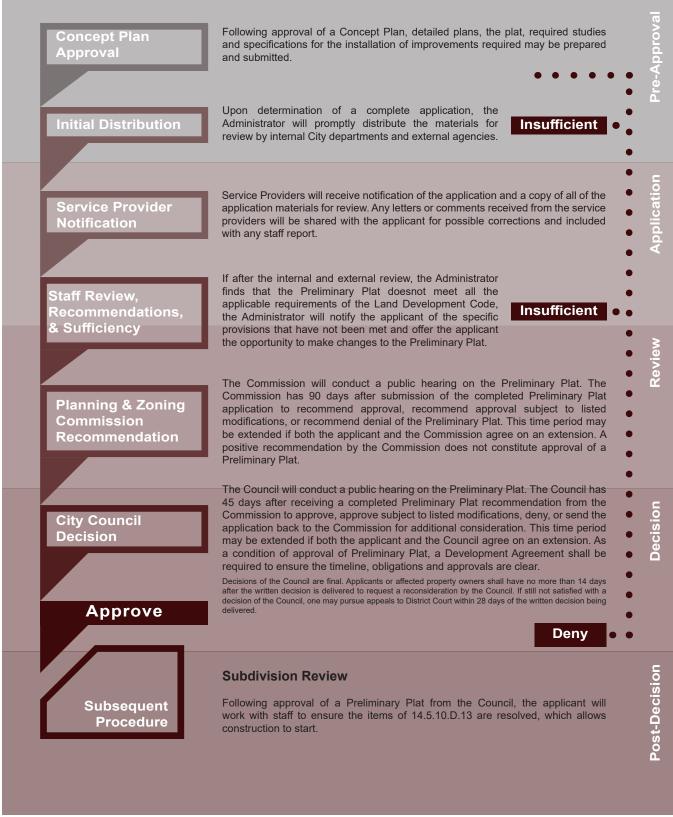
**14.7.11** | A Conditional Use Permit can only be issued for the use identified in Article 10 as uses requiring a Conditional Use Permit. The intent is to provide standards andoversight to mitigate the effects these uses may have on the public and surrounding land owners.



**14.5.10** | A subdivision not considered a Short Plat in Sec. 14.5.9 above is considered a Full Plat. Additional requirements for Condominiums and Townhouses are found in Sec. 14.5.11 and 14.5.12. 1. Full Plat approval is a four-step process. The first step is a Pre-Application review by the Administrator, then Concept Plan approval from the Commission. Preliminary Plat approval comes from the Council, after a recommendation from the Commission. Finally, Final Plat approval is granted from the Council, after construction and inspection of the project.



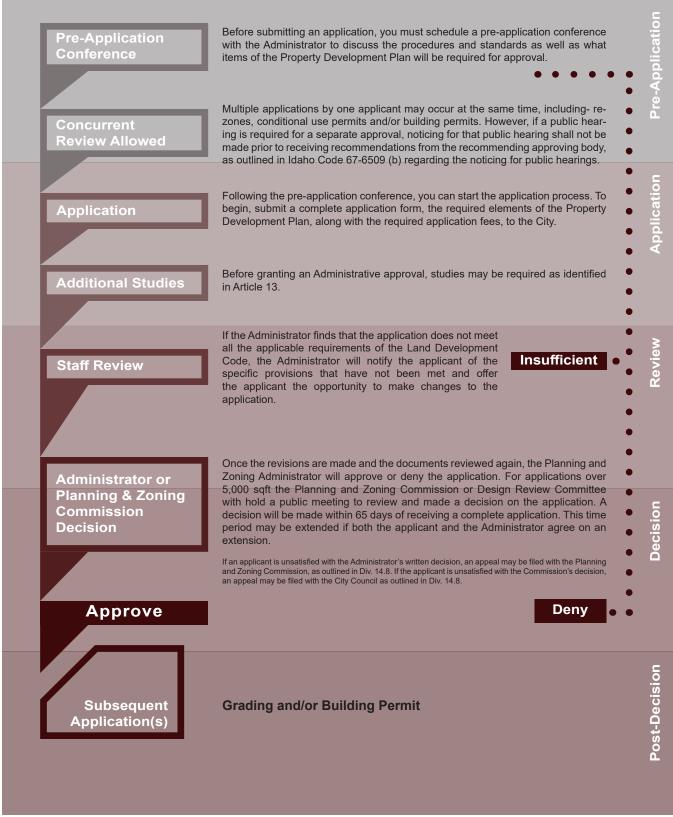
**14.5.10** | A subdivision not considered a Short Plat in Sec. 14.5.9 above is considered a Full Plat. Additional requirements for Condominiums and Townhouses are found in Sec. 14.5.11 and 14.5.12. 1. Full Plat approval is a four-step process. The first step is a Pre-Application review by the Administrator, then Concept Plan approval from the Commission. Preliminary Plat approval comes from the Council, after a recommendation from the Commission. Finally, Final Plat approval is granted from the Council, after construction and inspection of the project.



**14.5.10** | A subdivision not considered a Short Plat in Sec. 14.5.9 above is considered a Full Plat. Additional requirements for Condominiums and Townhouses are found in Sec. 14.5.11 and 14.5.12. 1. Full Plat approval is a four-step process. The first step is a Pre-Application review by the Administrator, then Concept Plan approval from the Commission. Preliminary Plat approval comes from the Council, after a recommendation from the Commission. Finally, Final Plat approval is granted from the Council, after construction and inspection of the project.

Pre-Application Review	The applicant will meet with the Administrator to ensure the proper application is being submitted. Before applying for Final Plat approval, the requirements of Div. 14.5.10.D must be met.	ication
	14.5. 10.D must be met.	Pre-Application
Initial Distribution	Upon determination of a complete application, the Administrator will promptly distribute the materials for review by internal City departments and external agencies.	
Service Provider Notification	Service Providers will receive notification of the application and a copy of all of the application materials for review. Any letters or comments received from the service providers will be shared with the applicant for possible corrections and included	Application
	with any staff report.	
Staff Review & Recommendation	If after internal review, and external review, the Administrator finds that the construction does not meet all the applicable requirements of the Land Development Code or substantially conform to the Preliminary Plat approval, the Administrator will notify the applicant of the specific provisions that have not been met and offer the applicant the opportunity to make changes.	Review
City Council Decision  Approve	The Council will, at a public meeting, review the application for Final Plat approval. The Council has 45 days after receiving a completed Final Plat application to approve, approve subject to listed modifications, or deny the application. This time period may be extended if both the applicant and the Council agree on an extension.  Decisions of the Council are final. Applicants or affected property owners shall have no more than 14 days after the written decision is delivered to request a reconsideration by the Council. If still not satisfied with a decision of the Council, one may pursue appeals to District Court within 28 days of the written decision being delivered.	Decision
Close-out Materials	Recording Final Plat  Once the Council approved the Final plat and "as- built" plans are submitted, a Mylar copy of the Plat and all other required materials outlined above shall be submitted to the Planning Department prior to recording with the Teton County Clerk/Recorder.	Post-Decision

**14.6.10** | Site Plan Review is required to ensure that all construction and development complies with the applicable requirements of the Land Development Code. The Administrator is the review authority except when, at the Administrator's discretion, Site Plans for projects over 5,000 square feet or that disturb more than 5,000 square feet of ground are forwarded to the Planning and Zoning Commission or Design Review Committee (Per 14.2.2) for review and decision during a public meeting.



**14.6.11** | Per City Code Title 7 Ch 3, the Administrator is the review authority for projects that are less than 5,000 square feet or disturb less than 5,000 square feet of ground area and are located outside of the Urban Renewal District boundary. All other projects are forwarded to the Planning and Zoning Commission for review and decision during a public meeting. Design Review ensures that the requirements of the City of Victor Design Standards and Guidelines are met. The intent of design review is to ensure that the location, scale, and appearance of buildings, structures, and development of land shall preserve the desired character of the City of Victor.

