



Planning and Zoning Application & Checklist

PLAT AMENDMENT

The Plat Amendment process is required when adjusting boundary lines for parcels located in a plat recorded after December 1, 1992. This process is also required when the boundary adjustments include non-building lots, such as roads, parks, etc.

Owner's Name(s): _____

Applicant Name*: _____

**A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.*

Phone: _____ **Email:** _____

Mailing Address: _____

Property Address: _____

Parcel Number(s): _____

Subdivision Name: _____

Block #: _____ **Lot #:** _____ **Zone:** _____

Plat Amendment (Minor) **Subdivision Improvement Plat Amendment**

Current Lot Sizes: _____ **Proposed Lot Size(s):** _____

SECTION I. Required Items to be Submitted

____ **Approval of the property owner(s) if different from the applicant:** *Submit a letter or valid option agreement indicating authorization*

____ **Current Warranty Deed:** *Available online at www.tetoncountyidaho.gov/PublicRecords*

____ **7 copies of a detailed amended plat:** *Please submit 1 electronic copy, 5 copies on 11" x 17" paper size and 2 copies on 18" x 27" paper size, (both drawn to scale), including:*

- Vicinity Map;
- Subdivision name, including “Amended” and its location by section, township, and range; reference by dimension and bearing to a section corner or quarter section corner;
- Name, address and phone number of engineer or land surveyor.
- Location, dimensions, and areas of all proposed changes to the plat;
- Adjacent lot/property description illustrated on the plat to indicate the location of the plat amendment within the overall subdivision plat and surrounding areas (these illustrations not within the proposed plat amendment shall be indicated with less line weight);
- All information from existing plat to be included on amended plat, including:
 - Date of plat, approximate true north point, scale, name of licensed land surveyor;
 - Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes, or other water features;
 - Location and dimensions of all original boundary lines of property, water bodies, streams, drainage ditches, existing streets, easements, alleys and other public rights-of-way and building envelopes (if necessary);
 - Existing buildings, associated parking areas, and vehicular access points
 - Acreage and addresses for each lot;
 - Required setbacks of proposed lots
 - All monuments erected, corners, and other points established and legends for metal monuments;
 - Notation and explanation of all easements;
 - Notation of any self-imposed and other restrictions, requirements of service providers and the Planning & Zoning Administrator;
- Signature blocks for the following:
 - Owner’s Dedication and Acknowledgment block and Consent to Record for any lien holders as specified in Idaho Code 50-1309;
 - City Public Works Director;
 - District 7 Health Department;
 - Fire Chief;
 - City Attorney;
 - Chair, Planning and Zoning Commission;
 - Mayor and City Clerk attest;
 - County Assessor;
 - County Treasurer; and
 - County Recorder
- Statement certifying all lots are buildable;
- All notes on original plat to be included on amended plat.

 Narrative: *Attach a brief statement describing all of the proposed changes and any other information necessary to assure the fullest consideration of facts concerning the application.*

SECTION II. Evaluation Criteria

The application will be reviewed in to identify findings of fact as to conformance with the comprehensive plan, the Planning and Zoning Ordinance, and the city design standards. Applicable service providers will be notified of the proposal and solicited for comment.

SECTION III. Review & Approval Process

1. Upon acceptance of a complete application and project review is completed, the Planning and Zoning Administrator will schedule the request on the next available Planning & Zoning Commission agenda.
2. The City of Driggs will cause to be posted a public hearing notice in accordance with Title 67, Chapter 65; Section 6509 of the Idaho State Code. This provision includes notification posted in the newspaper, within the property boundaries, and mailed notice to property owners within the land being considered and within three hundred (300) feet of the external boundaries of the land being considered.
3. The Planning and Zoning Commission will hold a public hearing, review in accordance with the evaluation criteria and the Comprehensive Plan and forward a recommendation to the City Council to approve, approve with modifications, or deny the amendment.
4. Following the Planning and Zoning Commission Hearing, the application will be forwarded, with the P&Z Commission's findings, conclusions and recommendations, to the City Council for final review.
5. The Council will hold a public hearing and vote to approve, approve with modifications, or deny the amendment. If approved, an amended subdivision plat will need to be recorded within six (6) months after approval by the Council.

SECTION IV. Acceptance

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning & Zoning Administrator/Commission reserve the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

I have read and understand the application, review procedures, and responsibilities which accompany this application.

Owner(s) Signature

Date

OFFICE USE ONLY

FEE: \$ _____ (plus any additional cost incurred) must accompany this completed application.

Minor Plat Amendment **\$1,185** Subdivision Improvement Plan Amendment **\$1,805**

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

P&Z FILE #: _____