



Phone 208-245-2577

Fax 245-6579

For City Use Only	
Date Received:	_____
Fee: \$	_____
Fee Received by:	_____
Receipt No.	_____

APPLICATION FOR STREET, ALLEY OR EASEMENT VACATION
(Please type or print plainly with blue ink)

APPLICANT INFORMATION:			
Name: _____	Phone: _____	Fax: _____	
Street Address: _____	E-Mail: _____		
City: _____	State: _____	Zip: _____	
Signature: _____	Date: _____		
APPLICANT STATUS: Owner: _____ Agent: _____ Tenant: _____ Contract Buyer: _____			
ENGINEER: _____ SURVEYOR: _____ PLANNER: _____ OTHER: _____ (specify)			
Name: _____	Phone: _____	Fax: _____	
Street Address: _____	E-Mail: _____		
City: _____	State: _____	Zip: _____	
Signature: _____	Date: _____		

STATEMENT OF PROJECT INTENT FOR MAKING APPLICATION:

SITE INFORMATION:
General Description (and address if applicable) of Proposed Vacation: _____

Legal Description of Proposed Vacation: _____

PROVIDE THE NAME, ADDRESS, PHONE NUMBER AND SIGNATURE OF PROPERTY OWNERS WHOSE PROPERTY IS DIRECTLY ABUTTING THIS PROPOSED VACATION.

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____
Signature: _____ Date: _____

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____
Signature: _____ Date: _____

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____
Signature: _____ Date: _____

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____
Signature: _____ Date: _____

PROVIDE THE NAME, ADDRESS, PHONE NUMBER OF PROPERTY OWNERS WHOSE PROPERTY IS DIRECTLY ABUTTING THIS PROPOSED VACATION OWNERS WHO HAVE NOT SIGNED THIS PETITION/APPLICATION.

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____

(Attach additional sheets as necessary to provide ownership information)

ATTACH TO THIS APPLICATION:

1. A legal description of the property to be vacated, evidenced by a recorded warranty deed or stamped by a licensed surveyor or title company.
2. A conceptual plan of the proposal (no larger than 11x17), as applicable.
3. A vicinity map (no larger than 11x17).
4. A certificate, by a Title Company licensed in the State of Idaho, as to ownership of record and any interest of record in the subject property and a list of property owners of record within 300 feet of the external boundaries of the proposed vacation.

APPLICATION CHECKLIST: (to be completed by Staff)

YES	NO	Checked by: _____	Date: _____
		Completed Application.	
		Application Fee per most recently adopted Fee Resolution.	
		A legal description of the property for the proposed vacation evidenced by a recorded warranty deed or stamped by a licensed surveyor or title company.	
		A conceptual plan of the proposal (no larger than 11x17), as applicable.	
		A vicinity map (no larger than 11x17).	
		A certificate, by a Title Company licensed in the State of Idaho, as to ownership of record and any interest of record in the subject property and a list of property owners of record within 300 feet of the external boundaries of the proposed vacation.	

The City has the authority to require any additional information necessary to render a fair decision on this request.

The application must be accompanied by a non-refundable filing fee per the most recently adopted Fee Resolution. The applicant shall also pay for all direct costs associated with processing the application including, but not limited to, plan review, postage, and the preparation of any necessary reports and findings. If the applicant fails to pay the direct costs in a timely basis, the City may suspend or terminate the processing of the application. The applicant may be required to sign a reimbursement agreement at the request of the City.

The applicant will be notified by the City as to the time and place of the hearing pertaining to this application. The applicant or his/her duly appointed representative must be present at the public hearing and prepared to present the application.

All exhibits presented will need to be identified at the hearing, will be entered into the record, and retained on file.

CERTIFICATION OF APPLICANT:

I, _____, being duly sworn, attest that I am the applicant of this request and know the contents thereof to be true to the best of my knowledge.

Signed: _____
(Applicant)

Notary to complete this section:

Subscribed and sworn to me before this _____ day of _____, 20_____.

Notary Public for Idaho
Residing at: _____
My commission expires: _____

(For multiple applicants, please submit multiple copies of this page.)