



R-O-W AND EASEMENT VACATION APPLICATION

Public Services Department – Planning Division
408 N. Spokane St. Post Falls, ID 83854
208.773.8708 Fax: 208.773.2505

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Permit # _____ Project# _____

PART 1 – REQUIRED MATERIAL

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

This petition is provided to assist in preparation of a request to vacate a right-of-way or easement which provides certain rights to individual land-owners or to the public in general. It is the petitioner's responsibility to comply with the provisions of law which govern the vacation of property interests encompassed by this application.

Each application for Vacation must include the following (attach as necessary):

- Completed application form**
- Application fee** (Per most recently adopted fee resolution)
- A written narrative:** Describing the proposal including a review of possible effects on adjoining landowners if the request is granted.
- Map:** area affected by the vacation request showing relevant landmarks, subdivision boundaries, public rights-of-way and other features of the landscape which might affect the request.
- Legal Description:** Word Format for each Right-of-Way and Easement
- Certificate and Radius Report-** By a Title Company licensed in the state of Idaho, as to ownership of record and any interest of record in the subject property. Provide a report of property owners within 300 feet of the external boundaries of the proposed development. The applicant will incur a public hearing mailing fee in the amount of \$6.00 per hearing notice per property within the 300 feet radius. Applications are required to two (2) publication notices in the local newspaper and are \$300 per public hearing, of which can be paid at the time of application. *******NOTE***** if the notices are not paid at the time of application, the planning department will mail an invoice to the applicant for the public hearing mailing and publication fees; these fees must be paid before the application is place on the agenda.**

Notes Regarding Process:

- All exhibits presented will need to be identified at the meeting, will be entered into the record, and retained on file.
- The applicant (or representative) must be at the meeting representing this proposal or the application will not be heard. The applicant will be responsible for costs in re-noticing the public hearing.

PART 2 – APPLICATION INFORMATION

NAME:				
MAILING ADDRESS:				
CITY:		STATE:		ZIP:
PHONE:	FAX:	EMAIL:		
SIGNATURE:				DATE:
APPLICANT STATUS:	OWNER:	AGENT:	TENANT:	CONTRACT BUYER:
PROPERTY OWNER:			ADDRESS:	
PHONE:		SIGNATURE:		
PROPERTY OWNER:			ADDRESS:	
PHONE:		SIGNATURE:		
PROPERTY OWNER:			ADDRESS:	
PHONE:		SIGNATURE:		
PROPERTY OWNER:			ADDRESS:	
PHONE:		SIGNATURE:		
PROPERTY OWNER:			ADDRESS:	
(ATTACH ADDITIONAL SHEETS AS NECESSARY TO PROVIDE OWNERSHIP INFORMATION)				
GENERAL DESCRIPTION (AND ADDRESS IF APPLICABLE) OF PROPOSED VACATION:				

PART 3 – APPLICANT SIGNATURE(S)

I (We) the applicant do hereby make application for vacation of the right-of-way/easement described in this application and do certify that I (we) have provided accurate information as required by this application form to the best of my (our) ability.

Dated this _____ day of _____, 20_____.

Signature (s): _____
