

City of Hagerman  
191 State Street North  
P.O. Box 158  
Hagerman ID, 83332  
Phone 208-837-6636  
clerk@hagermanidaho.us



**Mayor**  
Jared Hillier  
**City Clerk**  
Ashley Cook  
**City Superintendent**  
Justin Hulme

## VACATE APPLICATION

Applicant Name(s): \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_  
Applicant Phone Number: \_\_\_\_\_  
Applicant email address: \_\_\_\_\_

1. The following is a request that the Real Property located at \_\_\_\_\_  
and LEGALLY DESCRIBED as: \_\_\_\_\_  
\_\_\_\_\_ be VACATED and the ownership thereof revert as directed by the City Council and according to law.
2. Present use of **all adjoining** property: \_\_\_\_\_
3. Area of proposed property to be vacated: \_\_\_\_\_
4. Proposed use of property to be vacated: \_\_\_\_\_
5. Existing zoning district: \_\_\_\_\_

**Note: a request for a Comprehensive Plan Amendment is required for a request that is NOT in conformance with the Comprehensive Plan.**

Prior to acceptance/scheduling of the Vacate Application the applicant must provide the following:

1. The applicant must prove control of the property for which the request is being made by providing ONE of the following:
  - Copy of Warranty Deed, **OR**
  - Copy of Earnest Money Agreement OR Contract of Sale, duly acknowledged by **BOTH** Buyer & Seller.
2. **Property Owner Notification**
  - a. The applicant must provide a consolidated list of names and addresses of all property owners within 300 feet of the subject property perimeter as listed above. The letters must be mailed through Certified Mail. A mailing list may be obtained from the Gooding County Assessors Office. The City of Hagerman completes the mailing proves as part of the filing fee.
3. A site plan to scale of the subject property showing the following:

- a. Detailed area map indicating the area requested for vacation and adjoining properties; to include all applicable utilities.
  4. Provide a detailed written statement on a separate sheet of paper containing:
    - a. The reason for the request indicating the intended use of the vacated property.
    - b. An evaluation of the effects of the vacation on all adjoining properties.
  5. Also provide the following:
    - a. A written statement from each of the owners of the aforesaid lot or lots indicating whether or not they are in agreement with vacating the public easement.
    - b. A written statement from each of the utility companies indicating whether or not they are in agreement with vacating the public easement.
  6. Provide a legal mete and bounds description prepared and stamped by a Professional Land Surveyor for the proposed vacation.
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I hereby certify that I am the applicant named herein, and that I have familiarized myself with the rules and regulations with respect to preparing and filing this application, and that the foregoing statements and answers herein contained are in all respects true and accurate to the best of my belief.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_