



CITY OF HAYDEN LAKE

RIGHT OF WAY VACATION PERMIT APPLICATION

PLEASE SUBMIT TO:
deputyclerk@cityofhaydenlake.us
9393 North Strahorn Road
Hayden Lake, ID 83835
208 772-2161

SUBMITTALS

An application to request consideration of the City Council to vacate a platted right-of-way is made by submitting the following information to the City Clerk's Office:

1. The completed attached form and checklist;
2. Copy of all required documents required in Idaho Code Sections 50-1317 and 50-1306A, including a petition setting forth the particular circumstances of the proposed vacation, a legal description of the property to be vacated prepared by a licensed surveyor, the names of the persons to be particularly affected by the vacation, an accurate scale drawing of the site including any affected adjacent property, a title report showing all easements granted for gas, sewer, water, telephone, cable television, power, drainage and slope purposes and proof that all easement holders have been notified by certified mail, return receipt requested, of the proposed vacation and have agreed to the same in writing;
3. An ownership list prepared by a title company identifying property owners and residents that adjoin the property to be vacated and all property owners within three hundred feet (300) of the boundaries of the property to be vacated, including one set of mailing labels for each property owner and resident on the list.
4. One reduced scale map in an 8 ½" x 11" format;
5. A fee as prescribed: \$100 plus the estimated cost of service provided by the City Engineer, City Attorney and other City Officials and costs of mailing and publishing.

DEADLINE FOR SUBMITTALS

The completed form and documents must be submitted to the City Clerk not later than forty-five (45) days prior to the date of a regular City Council meeting where a public hearing to consider the vacation request can be set. The completed application shall be deemed accepted for the forty-five (45) day processing period as of the date when all maps and information have been filed, checked and accepted as complete by the City Clerk, as noted below.

Date Application and Fee Received: _____, 20_____,
by City Clerk: _____

Date Application Accepted as Complete: _____, 20_____,
by City Clerk: _____

FOR OFFICE USE ONLY

Permit # _____ Total Amount Paid \$ _____
Cash/Money Order/Check # _____ Date: _____
Permit Issuance Date _____
Permit Expiration Date _____
Employee: _____



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Please type or print the following required information:

APPLICANT:

Name of Applicant: _____

Property Address: _____

Mailing Address: _____

Telephone Number: _____

FILING CAPACITY:

____ 1. Recorded property owner as of _____
(date)

____ 2. Contract property owner as of _____
(date)

____ 3. The Lessee or Renter as of _____
(date)

____ 4. The authorized agent of any of the foregoing, duly authorized in writing.

(Written authorization must be attached to the application)

ATTORNEY, ENGINEER AND/OR OTHER PROFESSIONAL ASSISTING WITH APPLICATION:

Name: _____

Mailing Address: _____

Telephone Number: _____

A narrative describing your request, stating:

1. Why the vacation is being requested: _____

2. How the applicant would like the vacated right-of-way to be distributed: _____



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3. What, if any, detrimental effect the request would have on adjacent property and improvements:

4. Why it would be in the best interest of the city to approve this request for a vacation:

5. What special conditions or contingencies, if any, should be applied to approval of this vacation:

6. Any other justification you feel is important and should be considered by the City Council:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name:

Address:

Phone #:

Signature:



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CERTIFICATION

_____, being first duly sworn, deposes and says that he/she is the applicant in this application and knows the contents thereof to be true to his/her knowledge.

Printed Name: _____

Signed: _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20_____.

Notary Public in and for the State of Idaho

Residing at _____

Commission Expires: _____