



375 1st Ave East, Wendell, ID 83355
208-536-5161 Fax 208-536-5527, cityclerk@wendell.id.gov

VACATE APPLICATION

Applicant(s) names(s): _____

Mailing Address _____

Phone / Cell numbers _____

Email address _____

1. The following is a request that the Real Property Located at (street address) _____ and LEGALLY DESCRIBED as: _____ be VACATED and the owner ship 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.

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

a. The applicant must prove control of the property for which the request is being made by providing **ONE** of the following:

1. Copy of Warranty Deed, **OR**
2. Copy of Earnest Money Agreement **OR** Contract of Sale, duly acknowledged by **BOTH Buyer and Seller.**

7. Property Owner Notification

The applicant must provide a **consolidated list** of names and addresses of all property owners within 300 feet from 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 Assessor's Office) The City of Wendell completes the mailing process as part of the filing fee.

8. 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;
9. 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.
10. 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 proposed right of way and/or private easement.
 - b. A written statement from each of the utility companies indicating whether or not they are in agreement with vacating the public easement.
11. Provide a legal metes and bounds description prepared and stamped by a Professional Land Surveyor for the proposed vacation.

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: _____

FOR OFFICE USE ONLY

_____ Property Owner written authorization attached

_____ Detailed map as required

_____ Legal Description prepared and stamped by Professional Land Surveyor

_____ Addresses of property owners within 300' of site
(can be obtained from Gooding Co. Assessor)

_____ Site Plan

_____ \$300.00 Fee Receipt # _____ Date Paid _____

_____ Postage and Legal Notice Fees Receipt # _____ Date Paid _____

_____ Hearing Date: _____

Notice of Decision

Approved_____

Not Approved_____

Mayor_____

City Council_____

City Council_____

City Council_____

City Council_____