



## VACATION OF RIGHT-OF-WAY OR EASEMENT APPLICATION

Community & Economic Development Department  
8930 N Government Way Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) (208) 209-2022

To be completed by city staff:

Tracking #:

Date submitted:

Received by:

Vacation of Easement

Vacation of Right-of-Way

**APPLICANT:** \_\_\_\_\_

**CHECKLIST:** *A request is made by submitting the following:*

	<b>Requirement</b>
	<i>Completed application</i>
	<i>Narrative describing your request, and the justification for your request</i>
	<i>A current radius report consisting of a list, prepared by a title company that is licensed to do business in the state of Idaho, of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines three hundred feet (300') from the external boundary of the entire proposal area. Three (3) such lists shall be provided on self-adhesive labels. Said list shall be accompanied by a date stamped tax parcel map prepared by Kootenai County. Note: list must be current within 60 days of issuing notice to public agencies.</i>
	<i>Attach a <b>vicinity map</b> indicating the general location of the area proposed to be vacated.</i>
	<i>Attach a <b>detailed map</b> showing the location of the vacation, the boundaries of the area proposed to be vacated, and all adjacent properties and rights-of-way.</i>
	<i>If a right-of-way, include:</i> <ul style="list-style-type: none"> <li>➤ <i>A copy of right-of-way deed(s) or plat(s) conveying easement</i></li> <li>➤ <i>A profile of the cross section of the right-of-way</i></li> <li>➤ <i>Utilities that are being affected</i></li> </ul>
	<i>If an easement, include:</i> <ul style="list-style-type: none"> <li>➤ <i>A copy of the deed to the property on which the easement is located,</i></li> <li>➤ <i>A copy of the deed(s) for the property to which the benefit is conveyed.</i></li> <li>➤ <i>A letter(s) of authorization from the beneficiary of the easement if different from applicant.</i></li> </ul>
	<i>Electronic copy of the legal description of the area of right-of way or easement to be vacated e-mailed to <a href="mailto:planning@cityofhaydenid.us">planning@cityofhaydenid.us</a> (Word format)</i>
	<i>Fees are in accordance with the current City Council adopted fee schedule. City fees and engineering pass through costs are required at the time of application submission. All additional fees, notice and legal publication charges are the responsibility of the applicant and will be billed separately.</i>



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**APPLICANT:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**ENGINEER/SURVEYOR:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**PROPERTY:**

Adjacent Tax Parcel #: \_\_\_\_\_

Adjacent Street Address (if applicable): \_\_\_\_\_

Size of Area Involved: \_\_\_\_\_ acres and/or \_\_\_\_\_ sq. ft.

**CERTIFICATIONS:**

*I understand that application fees are in accordance with the current City Council adopted fee schedule and that all additional fees, charges, pass-through engineering costs, legal advertising and postage are the sole responsibility of the applicant. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\*\*\*\*\*

**To be completed by city staff:**

Check #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Road Segment(s) Code Number: \_\_\_\_\_

*The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.*