



VACATION CHECKLIST (ACC 8-6-6)

A Vacation Request is a **hearing level** application.

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project and addressing the following:	
	Reason for the vacation request	
	Is the property within one (1) mile of the boundary of any City: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Is the vacation for a plat: YES <input type="checkbox"/> NO <input type="checkbox"/> Subdivision Name:	
	Is the vacation for an easement: YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Refer to Idaho Code section 50-1306A</i>	
	CURRENT SITE PLAN: One (1) copy reduced to 8 1/2" x 11"	
	PROPOSED SITE PLAN (including vacation): One (1) copy reduced to 8 1/2" x 11"	
	ORIGINAL RECORDED PLAT (if vacation includes platted lots). Include <u>all</u> pages of recorded plat	
	METES & BOUNDS LEGAL DESCRIPTION AND SURVEY of the lot or portion of the lot to be vacated. One (1) paper copy & One (1) Microsoft Word electronic word document	
	PRE-APPLICATION CONFERENCE NOTES	
	MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5)	

	APPLICATION FEE: \$350 <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.</i>	
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Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.