



CITY OF TWIN FALLS
 COMMUNITY DEVELOPMENT SERVICES
 P.O. Box 1907
 324 Hansen Street E
 Twin Falls, ID 83303
 PH: 208-735-7267 FAX: 208-736-2641

VACATION APPLICATION

A pre-application meeting with staff must occur prior to acceptance of any applications.

Pre-App Meeting Date: _____

Date of the Application: _____

Application No.: _____

Fee: **\$250.00 + (\$50.00 if in AOI)**

A. APPLICANT INFORMATION:

- Name of applicant: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell Phone: _____ E-mail: _____

Applicant Signature: _____

- Name of Applicant's Representative (if other than above): _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Cell Phone: _____
 Email Address: _____

B. REQUEST INFORMATION:

- The following is a request that the Real Property Located at (street address): _____ and LEGALLY DESCRIBED as: _____ be VACATED and the ownership thereof revert as directed by the City Council and according to law.
- Present use of **all adjoining** property: _____
- Area of proposed property to be vacated: _____
- Proposed use of property to be vacated: _____
- 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.

Cost of publication of an ordinance which implements this request is not included in this fee. The publication cost is the responsibility of the applicant. After ordinance approval by the City Council, the Times News will call the applicant with the cost and will publish only after receipt of payment. Your request is not final until publication of the implementing ordinance. Pursuant to State law, the implementing ordinance must be published within one month of passage to become effective.

C. PRIOR TO ACCEPTANCE/SCHEDULING OF THE 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:
 - a. Copy of Warranty Deed, **OR**
 - b. Copy of Earnest Money Agreement **OR** Contract of Sale, duly acknowledged by **BOTH Buyer and Seller.**

2. **Property Owner Notification**

The applicant must provide a **CONSOLIDATED LIST** of name and addresses of all **LEGAL** property owners within a specified perimeter of the subject property and any additional area that may be impacted by the proposed change as determined by the Zoning Administrator. A list of these parcels will be made available to you by staff once your permit application has been reviewed and the perimeter has been determined. Once the list of parcels has been generated by staff, the list will be provided to you so that you may obtain the property owner and mailing addresses from either of the following:

- a. from the County Assessor's Office, **OR**
- b. from a title company

The completed list of names addresses and parcel numbers must be submitted back to the Zoning & Development Department in order for your request to be scheduled for a public hearing.

- 3. **A site plan to SCALE** on an **8 1/2" x 11" paper**, of the subject property showing the following:
 - a. Detailed area map indicating the area requested for vacation and adjoining properties;
- 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 sold lots indicating whether or not they are in agreement with vacating the proposed right-of-way and/or private easement.
 - b. A written stated from each of the utility companies, on utility company letterhead, indicating whether or not they are in agreement with vacating the public easement.

- 6. **Provide a legal metes and bounds description for the subject property. Note: this is required in order for the application to be scheduled for a public hearing**

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OFFICIAL USE ONLY:

COMMISSION HEARING **(certified mail):**

PUBLISH DATES(2): _____

HEARING DATE: _____

COUNCIL HEARING **(certified mail):**

PUBLISH DATES(2): _____

HEARING DATE: _____

BOARD OF COUNTY COMMISSIONERS **(certified mail):**

PUBLISH DATES(2): _____

HEARING DATE: _____

SAMPLE LETTER

UTILITY COMPANY LETTERHEAD

DATE

To Whom It May Concern:

We, the undersigned public utility company/adjoining property owner, _____, release rights for the _____' x _____' street right-of-way AKA COMMON NAME OF STREET and/or utility easement that is located _____ or located between Lots _____, Block _____, in the _____ Subdivision, Twin Falls, Idaho.

_____, Title
Utility Company/Property Owner
Address

Utility Contacts:**Idaho Power Company**

c/o Tracy Morrison
P.O. Box 70
1221 West Idaho Street
Boise, Idaho 83707
Phone: 208-388-6798

Application for Release of Idaho Power Easement or Release of Subdivision Plat Easement and \$150.00 fee required.

CableOne

CableOne Construction
c/o Ron Burns
P.O. Box 1946
261 Eastland Drive
Twin Falls, Idaho 83303
Phone: 208-733-6877, ext. 7150
Fax: 208-733-6296

Century Link

c/o Brad McNew
216 South Park Avenue
Twin Falls, Idaho 83301
Phone: 208-736-8760
Fax: 208-736-8755

Intermountain Gas Company

c/o Jim Capps
451 Alan Drive
Jerome, ID 83338
Phone: 800-548-3679

Irrigation Contact:**Twin Falls Canal Company**

c/o Jay Barlogi
P.O. Box 326
357 6th Avenue West
Twin Falls, Idaho 83303
Phone: 208-733-6731
Fax: 208-733-1958