



VACATION OF EASEMENT OR PUBLIC RIGHT-OF-WAY CHECKLIST

The following items shall be included in the application submittal. Additional information may be required upon official review of the plans. Please check the box for each item listed below to confirm submission of the item listed.

SECTION 1: Request Information

Please check the type of vacation request:

- ☐ Vacation of Easement
- ☐ Vacation of Public Street or Right of Way
- ☐ Vacation of Plat

SECTION 2: Filing Requirements and Submittal Standards

- ☐ Application Submittals. All applications, checklists, plans and supporting documents must be submitted electronically through our [Online Permit Center](#).
- ☐ Filing Fees. All applicants will be required to remit payment for all application fees prior to routing for formal acceptance. **(See Section 3 below)**

Document Formatting. All documents and drawings shall be:

- ☐
 - Uploaded in high-resolution PDF format; and
 - Shall be named according to the naming convention listed in **Section 4 below**; and
 - *Resubmittals* shall use the exact same file name as the original but shall have the “version” number changed to represent the correct versioning of the document (e.g. V1, V2, V3, V4)



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SECTION 3: Filing Fees

Refer to the Planning Department fee list for most current fees.

- ☐ Permit fees. A base fee will be required to be paid once the application has been submitted and received by the city. Additional fees for legal notices and certified letters will be assessed prior to going to City Council.

| Description | Fee Amount | Comment |
|-----------------------------------|------------|--|
| Engineering Base Review Fee | \$508.81 | Due at time of application acceptance |
| Planning & Zoning Base Review Fee | \$388.00 | Due at time of application acceptance |
| Legal Notices – 3@ \$72.73 each | \$218.19 | After Traffic Commission Review, Prior to City Council Hearing |
| Certified Letters (per mailing) | \$11.00 | After Traffic Commission Review, Prior to City Council Hearing |

Letters are mailed to:

- Idaho Power Company
- Intermountain Gas Company
- SparkLight
- CenturyLink
- Syringa Networks
- Irrigation Districts
- City of Caldwell Water Department
- City of Caldwell Street Department
- City of Caldwell Wastewater Department
- All property owners or purchasers of record within 300' of the boundary of the area to be vacated



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SECTION 4: Submittal Documents:

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

| Description | | Document Naming Convention |
|---|--|----------------------------|
| <input type="checkbox"/> <u>Petition to Vacate Application.</u> Copy of a completed and signed Petition to Vacate application. | | VAC_Application_V1 |
| <input type="checkbox"/> <u>Copy of Deeds or Proof of Ownership.</u> Copy of the recorded warranty deed for the property (Required for plat vacations and easement vacations on private property) | | VAC_Deeds_V1 |
| <input type="checkbox"/> Check here if it is not applicable. | | |
| <input type="checkbox"/> <u>Adjoining Property Owner Consent.</u> Copy of letter of consent from all property owners adjacent to the public street or right of way that is proposed to be vacated. | | VAC_Consent_V1 |
| <input type="checkbox"/> <u>Property Owner Acknowledgement.</u> If the signatory on this application is not the owner of the subject property, the a signed and notarized Property Owner Acknowledgement form will be required to be submitted stating the applicant is authorized to submit the application. | | |
| NOTE: If the owner is a corporation or LLC, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent. | | VAC_OwnerAck_V1 |
| <input type="checkbox"/> Check here if it is not applicable. | | |
| <input type="checkbox"/> <u>Property Owners within 300'.</u> List of property owner names and address of all properties within three hundred feet (300') of the boundaries of the area described in the application. This can be obtained from Canyon County. | | VAC_300'MailList_V1 |
| <input type="checkbox"/> <u>Narrative.</u> A detailed letter of explanation fully describing the proposed request including: <input type="checkbox"/> Particular circumstances and reasons for requesting the vacation. <input type="checkbox"/> Names of the persons affected by the proposed vacation. | | VAC_Narrative_V1 |
| <input type="checkbox"/> <u>Legal Description.</u> A professional Land Surveyor or Engineer verified legal description of the platted area or portion of the property to be vacated. (Optional to submit now or after traffic commission, but submitting later could delay the city council public hearing date) | | VAC_Legals_V1 |



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| Description | | Document Naming Convention |
|---|--|----------------------------|
| <input type="checkbox"/> <u>Site Plan or Sketch Drawing.</u> A site plan or sketch drawing showing: | | VAC_SitePlan_V1 |
| <input type="checkbox"/> The lot, location of all property lines and dimensions | | |
| <input type="checkbox"/> Location of all rights of way, streets and driveways | | |
| <input type="checkbox"/> Location of all existing and proposed buildings and structures with setbacks | | |
| <input type="checkbox"/> Location of all utility locations. Specify location of any overhead utility lines on the property | | |
| <input type="checkbox"/> Highlight the portion of the easement or right of way to be vacated. | | |
| <input type="checkbox"/> Size of easement or right of way to be vacated in acres or square feet | | |
| <input type="checkbox"/> <u>Vicinity Map.</u> A scaled vicinity map showing the location of the subject property. | | VAC_VicinityMap_V1 |
| <input type="checkbox"/> <u>Release of Easement Letters.</u> Relinquishment of easement letters from the applicable parties for any utility easements or road right-of-way easements. | | VAC_ReleaseLetters_V1 |
| Idaho Power Release of Easement | | |
| <input type="checkbox"/> Check here if it is not applicable. | | |

SECTION 6: Vacation Processes (Easements & Right of Ways)

1. Petitioners submit applications to Planning & Zoning through the online portal.
2. Petitioners submit separate applications and fees to Idaho Power. Idaho Power has their own application and fees. The application is on the ID Power website.
3. Once the application is submitted, base fees are assessed, charged and collected.
4. Application is routed for prescreening of all required submittal documents and formal acceptance.
5. Application is routed to all city departments for comments, recommendations, and conditions. The review process will:
 - Check for inclusion of all abutting property owners
 - Check to ensure that no property owner is deprived of required and reasonable access
 - Discourage the creation of dead-end streets and alleys that are not consistent with city standards



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- Assure protection and access to all existing or proposed public and private utilities located in the existing right of way
 - Assure that adequate emergency response access is maintained
 - Ensure goals and objectives of the present and future transportation needs for the city are met.
 - Ensure goals and objectives the city's comprehensive plan and land use development code are met.
6. All public agencies (utility companies, highway districts, etc.) are notified by first class mail of the request and will need provide comments or agree to such proposed vacation in writing. Note: If a utility has a line in the easement the property owner will have to arrange with the utility company to move it at the property owner's expense. Idaho Statutes/State Code, Title 50: Chapter 13.
 7. Once departments and public agencies have reviewed and all comments are received, the application will be placed on the Traffic Commission agenda for consideration. The Traffic Commission will provide comments and disclose their recommendation for approval or denial. Once the Traffic Commission has reviewed the item and decided on a recommendation, the applicant may choose to proceed with public hearing.
 8. If the applicant chooses to proceed with a public hearing, additional fees for legal ads and notifications will be charged.
 9. The public hearing will be noticed in the local newspaper for two consecutive weeks; the last of which shall not be less than 7 days prior to the City Council Hearing.
 10. Written notice of public hearing on said petition is given by first class mail at least ten (10) days prior to the date of public hearing to all property owners within three hundred (300) feet of the boundaries of the area described in the petition. The notice informs them of the vacation and when the City Council will meet to make final decision. That City Council meeting is a Property Owners opportunity to rebut the vacation.
 11. When all the above requirements have been met, the City Council will hear and may grant the request to vacate with such restrictions as they deem necessary in the public interest, or they may choose to deny the request.
 12. Restrictions must be completed before Vacation is official.
 13. Ordinance summary is advertised in paper.
 14. The Vacation will be recorded by the City of Caldwell at the Canyon County Courthouse when it is official.



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SECTION 7: PDF Formatting Requirements

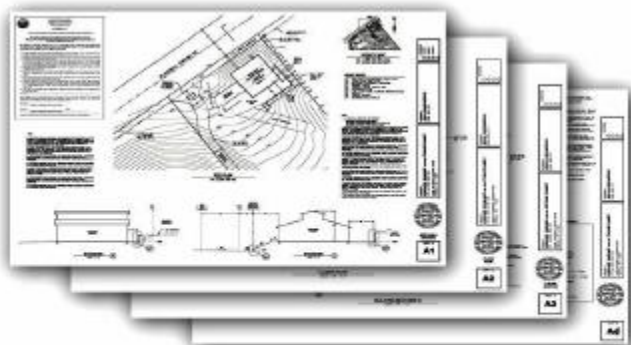
Portable Document Format (PDF) is the industry standard for electronic plans. The City of Caldwell only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the instructions carefully. Improperly formatted plans can delay the plan review process for your project.

Layers: No multiple layers. Layers must be merged or flattened.

Format: Vector-based files are preferred given the ability to scale these files.

Resolution: Min. of 300 pixels per inch (PPI)

Grouping: Multiple sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

✓Correct

Labeling: Each sheet of the plans must be labeled with the project name, contractor, and address of the subject site.



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SECTION 8: Applicant Acknowledgement

- ☐ I acknowledge that all items on the checklist are included in the submittal package and that all documents have been named accordingly and submitted as single-sided, high-resolution pdf documents; and
- ☐ I acknowledge that I, the applicant, or my representative, is responsible to attend all public hearings; and
- ☐ I acknowledge that applications are not deemed complete until the application has been submitted, all fees have been paid, and the application has been deemed accepted after completion of the pre-screening process.

Applicant / Applicant's Representative Printed Name

Date

Applicant / Applicant's Representative Signature