



VACATION OF RIGHT-OF-WAY OR VACATION OF EASEMENT CHECKLIST

Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

Idaho Code §50-311 allows Cities to create, open, widen or extend any street, avenue, alley or lane, annul, vacate or discontinue the same whenever deemed expedient for the public good. Idaho Code §50-1306A identifies vacation of plats with respect to vacation of easements (5) and public streets or public rights-of-way (6) and the requirement for a public hearing notice.

Checklist: A request is made by submitting the following:

- Narrative describing your request and the justification for your request
- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- A vicinity map (drawn to a readable scale) showing property lines, thoroughfares, lineal feet measurements for all parcels of land within 300' beyond (excluding streets and alleys) of the external boundaries of the land being considered and the existing zoning district for each parcel.
- A detailed map showing the location of the vacation, the boundaries of the area proposed to be vacated, and all adjacent properties and right-of-ways.
- If a right-of-way include:
 - A copy of right-of-way deed(s) or plat(s) conveying easement;
 - A profile of the cross section of the right-of-way; and
 - Utilities that are being affected
- If an easement include:
 - A copy of the deed to the property on which the easement is located;
 - A copy of the deed(s) for the property to which the benefit is conveyed; and
 - A letter(s) of authorization from the beneficiary of the easement, if different from applicant.
- Electronic copy of the legal description of the area of right-of way or easement to be vacated (Word Format)

NOTE:

Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Vacation of Right of Way or Vacation of Easement, enter work description, parcel/land, utility, and setback details.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.