



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:

1. Name of applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

2. Name of Applicant's Representative (if other than above): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

B. REQUEST INFORMATION:

1. 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.
2. Present use of **all adjoining** property: \_\_\_\_\_
3. Area of proposed property to be vacated: \_\_\_\_\_
4. Proposed use of property to be vacated: \_\_\_\_\_
5. 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.

**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 Dr  
Jerome, ID 83338  
Phone: 800-548-3679

**Irrigation Contact:**

**Twin Falls Canal Company**

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