



**CITY OF COEUR D'ALENE
STREETS & ENGINEERING DEPARTMENT**

VACATION APPLICATION INFORMATION

☐ PLAT ☐ RIGHT-OF-WAY ☐ EASEMENT

A Vacation request is made by submitting the following information to the Streets & Engineering Department:

- ☐ The completed Application form and a detailed map (prepared by a draftsman) that highlights the area of request.
- ☐ An owners list prepared by a title insurance company, listing the addresses of all property owners within 300 feet of the external boundaries of the property described in the application, and the property owners within the property described in the application. The list shall be prepared using the last known name and address of such owners as shown on the latest adopted tax roll of the county.
- ☐ Provide three (3) sets of self-adhesive mailing labels of all the names on the mailing list.
- ☐ A \$1000.00 fee plus applicable mailing fees
(Payable to the City of Coeur d'Alene)
- ☐ A graphically detailed vicinity map in color of the area of request and the adjoining properties.

Received: _____, 20____

Signature: _____
City Cashier



**CITY OF COEUR D'ALENE
STREETS & ENGINEERING DEPARTMENT
VACATION APPLICATION**

PLEASE TYPE OR PRINT THE FOLLOWING REQUIRED INFORMATION:

APPLICANT

Applicant(s) Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

FILING CAPACITY

- _____ 1. Recorded Property Owner(s) as of _____, 20____
- _____ 2. Purchasing under contract as of _____, 20____
- _____ 3. The lessee as of _____, 20____
- _____ 4. The authorized agent of any of the foregoing, duly authorized in writing.
(Written authorization must be attached to the application.)

PROPERTY: Legal Description (stamped, signed, and dated) of the area to be vacated.



PURPOSE OF REQUEST

JUSTIFICATION

State the reason(s) and/or circumstances for the requested Vacation:

OWNERSHIP LIST

Attached is a listing of the addresses of all property owners within 300 feet of the external boundaries of the property described in the application and the property owners within the property described in the application. The list was compiled by:

_____ on _____, 20____
Name of Title Company

REIMBURSEMENT

The applicant(s) agree that the City of Coeur d'Alene may utilize substantial staff time to prepare the Vacation documents which will benefit the owner and therefore agree(s) that the City of Coeur d'Alene may require reimbursement of its costs to prepare such documents. These costs, per Resolution No. 95-147, will be calculated at the stated rate of Seventy-five and No/100 Dollars (\$75.00) per hour. This cost will be assessed and paid prior to execution of the documents by the City of Coeur d' Alene.



CERTIFICATION OF APPLICANT

_____, being duly sworn, attests that he/she/they is/are the applicant(s) of this request and knows the contents thereof to be true to his/her/their knowledge.

Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

State of Idaho)
) ss.
County of Kootenai)

(Seal)

Notary Public in and for the State of Idaho,

Residing at: _____

My Commission expires: _____