



# Planning & Zoning Department

## Vacation of Easement, Public ROW or Plat Checklist

Nonrefundable Fee: **\$505.00**

### Staff Use Only

Project Name: \_\_\_\_\_

File Number: \_\_\_\_\_ Received date: \_\_\_\_\_

**Please ensure that you have had a pre-application meeting or discussion with a member of Planning and Zoning staff prior to submitting your application.**

Did you discuss this application with a planner?  Yes  No

Date of Pre-App Meeting/Discussion: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type (in person, phone, email, etc.) \_\_\_\_\_

**Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website [cityofnampa.us/255/Planning-Zoning](http://cityofnampa.us/255/Planning-Zoning) under the *Apply for a Planning Permit* link.**

Applicant	Staff	Description
<b>A copy of one of the following</b>		
		A recorded warranty deed for the property
		Proof of option
		Earnest money agreement
<b>One copy of each of the following</b>		
		List of names, addresses AND written consent of the owners and contract purchasers of all property adjoining the vacated portion.
		Signed & Notarized Affidavit of Legal Interest. Form <b>must</b> be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent).
		A Professional Land Surveyor or Engineer verified original legal description of the <b>portion of the property to be vacated.</b>
		Site plan or sketch drawing of easement, right-of-way, or plat to be vacated.
		Letter from Idaho Power regarding Release of Easement
		Narrative fully describing the reason for the vacation
		Associated fees
		Master Application form

### Area of Easement/ROW Described

**Dimensions:**

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

**Total Area:**

\_\_\_\_\_ square feet

### NOTICE TO APPLICANT

This application will be referred to the Nampa City Council. If the Council desires, it may refer the application to the Planning Commission for its recommendation. If the application is recommended for approval the City Council shall hold a public hearing. Written notice of the public hearing shall be sent to all property owners within 300 feet of the boundaries of the proposed vacation by certified mail with return receipt, at least 10 days prior to the date of the public hearing. Notice shall also be published once a week for 2 successive weeks in the Idaho Press-Tribune, with the last publication at least 7 days prior to the hearing. You will be given notice of the public hearings and should be present to answer any questions.



# Planning & Zoning Department Master Application

**Staff Use Only**

Project Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Related Applications: \_\_\_\_\_

### Type of Application

- |   |  |
|---|--|
| <input type="checkbox"/> Accessory Structure          | <input type="checkbox"/> Legal Non-Conforming Use                |
| <input type="checkbox"/> Annexation/Pre-Annexation    | <input type="checkbox"/> Planned Unit Development/MPC            |
| <input type="checkbox"/> Appeal                       | <input type="checkbox"/> Subdivision                             |
| <input type="checkbox"/> Design Review                | <input type="checkbox"/> Short                                   |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary                             |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Final                                   |
| <input type="checkbox"/> Multi-Family Housing         | <input type="checkbox"/> Condo                                   |
| <input type="checkbox"/> Development Agreement        | <input type="checkbox"/> Temporary Use Permit                    |
| <input type="checkbox"/> Modification                 | <input type="checkbox"/> Fireworks Stand                         |
| <input type="checkbox"/> Home Occupation              | <input type="checkbox"/> Vacation                                |
| <input type="checkbox"/> Daycare                      | <input type="checkbox"/> Variance                                |
| <input type="checkbox"/> Kennel License               | <input type="checkbox"/> Staff Level                             |
| <input type="checkbox"/> Commercial                   | <input type="checkbox"/> Zoning Map/Ordinance Amendment (Rezone) |
| <input type="checkbox"/> Mobile Home Park             | <input type="checkbox"/> Other: _____                            |

**You must attach any corresponding checklists with your application or it will not be accepted**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Interest in property:    Own    Rent    Other: \_\_\_\_\_

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Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Contractor Name (e.g., Engineer, Planner, Architect): \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Subject Property Information**

Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Total acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of proposed use:  Residential  Commercial  Industrial  Other: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

Description of proposed project/request: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Acres of each proposed zone: \_\_\_\_\_

**Development Project Information (if applicable)**

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, etc.)		
Right of Way (internal roadways, ROW to be dedicated, etc.)		
Qualified Open Space		
<b>Total</b>		

**Please answer all questions that are relevant to your project**

Minimum square footage of structure: \_\_\_\_\_ Maximum building height: \_\_\_\_\_

Minimum property size (s.f.): \_\_\_\_\_ Average property size (s.f.): \_\_\_\_\_

Gross density: \_\_\_\_\_ Net density: \_\_\_\_\_

Type of dwelling proposed:  Single-family Detached  Single-family Attached

Duplex  Multi-family  Condo  Other: \_\_\_\_\_

Proposed number of units: \_\_\_\_\_

Total number of parking spaces provided: \_\_\_\_\_

% of qualified open space: \_\_\_\_\_

**Additional information may be requested after submittal.**

**Authorization**

Print applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Staff**

Received by: \_\_\_\_\_ Received date: \_\_\_\_\_



# City of Nampa

PLANNING and ZONING DEPARTMENT

OFFICE (208) 468-5484

CITY HALL

411 THIRD STREET SO.

NAMPA, IDAHO 83651

FAX (208) 465-2261

## AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO )  
:SS  
COUNTY OF CANYON )

A. I, \_\_\_\_\_, whose address is \_\_\_\_\_, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to \_\_\_\_\_, whose address is \_\_\_\_\_, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

## Idaho Power Application for Release of Easement

This application form is to be used to request that Idaho Power release part or all of an existing Idaho Power easement. Upon submittal of this form, Idaho Power will review the easement to determine if the easement (or a portion thereof) will be released or retained. Note the acceptance of the application does not obligate Idaho Power to release any portion of the easement.

**Time Frame:** Depending on the request, the process may take over ten weeks. This time frame begins once a complete application packet is received by Idaho Power's Corporate Real Estate Department. Some requests may require greater information or expense. Please be as thorough as possible to save processing time. You will be notified if the application package is not complete.

**Process:** Once received, the request will be reviewed to determine if the easement is required for current or future facilities. Be aware, requests will not be approved if electrical facilities are present. In addition, easements for transmission lines may require special consideration. Please call 208-388-2245 if you are requesting the release of a transmission line easement.

In some cases where electrical facilities are present, relocation of the facilities may be an option. If facility relocation is needed to allow an easement to be released, the cost of such relocation(s) would be paid by the applicant before the release is granted. If required, the acquisition of new easements or the relocation/removal of facilities must be completed prior to Idaho Power issuing a release of easement.

If the request is granted, the appropriate documentation will be created and a copy will be sent to the applicant.

### Required Enclosures:

For an application to be considered for review, the following items are required:

1. A completed application.
2. A recorded copy of the document to be reviewed: Idaho Power Easements, Subdivision Plats, Townsite Plats, etc. Copies of these documents may be obtained through the county recorder's office or a title company.
3. A legal description prepared by a licensed surveyor defining the area being requested for release.
4. A map showing the property boundaries, with the easement area clearly marked, a compass, and any neighboring streets or landmarks.
5. A non-refundable application fee of \$150 payable to Idaho Power.
6. In some cases, an ALTA/ASCM Land Title Survey or an easement valuation may be needed.

When the application is complete, send it to the Corporate Real Estate Department at the address listed on the application form, or via e-mail to [easements@idahopower.com](mailto:easements@idahopower.com) (payment must be sent via regular mail or personal delivery). If questions arise on the required content of this application, please call 208-388-2245 (Easement Specialist).

# Idaho Power Application for Release of Easement

Applicant may be requested to pay other costs if required to complete this request (e.g., surveying, appraisal, title search, etc.)

Mail to: Corporate Real Estate Department: Land Management & Permitting (or email to [easements@idahopower.com](mailto:easements@idahopower.com))  
Attn: Easement Specialist  
P.O. Box 70  
Boise, ID 83707-0070  
Phone: (208) 388-2699

\_\_\_\_\_  
Applicant's Signature and Printed Name

## Applicant Information

Applicant's Name			Date	
Mailing Address		City	State	Zip
Phone	Cell	E-mail		

## Current Property Owner Information

Owner's Name				
Mailing Address		City	State	Zip
Phone	Cell	E-mail		

## Type

<input type="checkbox"/> Idaho Power Easement	<input type="checkbox"/> Public Utility Easement	<input type="checkbox"/> Road Right of Way	<input type="checkbox"/> Other
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## Easement Information

Instrument #	Date Recorded	Execution Date
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## Location Information

County	Quarter	Township	Range	Section
Subdivision	Block	Lot	Parcel Number / Assessor's Number	

In addition to information provided, please explain request. (If more space is needed, please use the backside of this form.)

(Why is this needed? Is there a pending sale? Are there any associated public hearings? What are your dates of construction?)

## Required Enclosures (See explanations on cover letter)

<input type="checkbox"/> Complete Application	<input type="checkbox"/> Copy of easement, subdivision plat, or city town site	
<input type="checkbox"/> Map of Location	<input type="checkbox"/> \$150 Application Fee	<input type="checkbox"/> Legal Description

## For IPC Use Only

Release Number	Application Received	Check Number	Date Completed
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**AFFIDAVIT OF LEGAL INTEREST**

State of \_\_\_\_\_)

**ss**

County of \_\_\_\_\_)

I, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Address)  
\_\_\_\_\_, \_\_\_\_\_  
(City) (State/Zip)

Being first duly sworn upon oath, depose and say:

***(If Applicant is also Owner of Record, skip to B)***

**A.** That I am the record owner of the property described on the attached, and I grant my permission to \_\_\_\_\_, \_\_\_\_\_ to submit the accompanying application pertaining to that Property.  
(Name) (Address)

**B.** I agree to indemnify, defend and hold Idaho Power Company and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature)

**Subscribed and sworn** to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

(NOTARY SEAL)