

# Valley County Planning and Zoning

PO Box 1350 • 700 South Main Street  
Cascade, ID 83611-1350



Phone: 208-382-7115  
Email: [cherrick@valleycountyid.gov](mailto:cherrick@valleycountyid.gov)

## DISCLAIMER

Pre-application meetings with Valley County Staff are required prior to submitting an application.

Please note that information provided in a pre-application meeting or over the phone does not guarantee approval by either the Planning and Zoning Commission nor the Valley County Board of Commissioners. Planning and Zoning staff cannot give you legal advice. You should seek the advice of an attorney if you have specific legal questions regarding the sufficiency of your application.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cynda Herrick".

Cynda Herrick, AICP, CFM  
Planning and Zoning Director

Valley County Code:

### **9-5H-1: PREAPPLICATION CONFERENCE:**

A. Conference Required: Prior to the formal filing of an application, the applicant shall confer with the administrator or staff to obtain proper forms, information, and guidance.

B. Familiarity With Standards, Goals And Objectives: The applicant shall familiarize himself with the standards of this title, the goals and objectives of the comprehensive plan, and review procedure and submittal requirements, which will affect the proposal.

C. Meeting At Site Or Other Investigations: The preapplication conference may include a meeting at the proposed site and other investigations deemed necessary by the administrator or staff.

# Valley County Planning and Zoning Department

219 N. Main  
PO Box 1350  
Cascade, ID 83611  
www.co.valley.id.us  
cherrick@co.valley.id.us  
208-382-7115



Application for Vacations  
of Plats, Portions Thereof,  
Public Rights-of Ways,  
or Easements

See Section 10-6-2 Valley County Code

Subject to I.C. 55-22 Underground Facilities Damage Prevention

<i>TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT</i>		<input type="checkbox"/> Check # _____ or <input type="checkbox"/> Cash
FILE # _____		FEE \$ _____
ACCEPTED BY _____		DEPOSIT _____
CROSS REFERENCE FILE(S): _____		DATE _____
PROPOSED USE: _____		
<input type="checkbox"/> Vacation of Plat <input type="checkbox"/> Vacation of Road and/or Right-of-Way <input type="checkbox"/> Vacation of Utility Easement <input type="checkbox"/> Other		

Name of Applicant(s): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address of Applicant(s): \_\_\_\_\_

Phone #: \_\_\_\_\_ email: \_\_\_\_\_

## Required Attachments

1. Narrative describing property and the reason(s) for the request
2. Map, sketch, or plat showing the property and names and addresses of owners of adjoining property.
3. Letters from, or signatures on a petition, of each owner of adjoining property stating:
  - their approval of the proposed vacation,
  - their willingness to share in the costs,
  - they are aware that vacated property becomes part of adjoining property subject to the rights and easements of utilities.
4. Application for Release of Idaho Power Easement, if applicable.
5. An application processing fee of \$500.00.

Submit **ten copies** of all application materials with the fee to the Planning and Zoning Administrator a minimum of 45 days prior to the regularly scheduled Planning and Zoning meeting. Regularly scheduled meetings are held the second Thursday of each month. When an application is submitted, it will be reviewed in order to determine compliance with application requirements. A hearing date will be scheduled only after an application has been accepted as complete or if applicant requests the hearing in writing.

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## **Idaho Power Application for**

### **Vacation of ROW, Release of Easement, & Relinquishment of Public Utility Easement (PUE):**

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 208-388-2972 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 208-388-2972 (Easement Specialist) or 208-388-5263.

# Idaho Power Application for Release, Vacation, and Relinquishment of Easements

*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 (or email to [easements@idahopower.com](mailto:easements@idahopower.com))

Attn: Easement Specialist

P.O. Box 70

Boise, ID 83707-0070

Phone: (208)-388-5263

\_\_\_\_\_  
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

Idaho Power Easement	Public Utility Easement	Road Right of Way	Internal Request
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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)

Complete Application	Copy of easement, subdivision plat, or city town site
Map of Location	\$150 Application Fee      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)