



CITY OF CASCADE
PLANNING & ZONING
P.O. BOX 649
CASCADE, ID 83611

For City Use Only
Date Received:
Application Fee:
Receipt Number:

Application for Vacation / Dedication

GENERAL INFORMATION

1. Applicant

Name: _____ Telephone: _____

(home address)

Relationship to affected property (please check one):

Owner Purchaser Lessee Other (explain below)

2. Owner of Affected Property (if other than applicant)

Name: _____ Telephone: _____

(home address)

3. Location of Affected Property: _____

Legal Description: _____
(subdivision) (block) (lot)

4. Proposal:

The applicant proposes the following use and/or construction for the above-described property: _____

THE FOLLOWING INFORMATION MUST BE COMPLETE AND ATTACHED TO THE LAND USE APPLICATION:

- ❖ Narrative: Description of Requested Vacation / Dedication & Reason for Request
- ❖ Type of Vacation / Dedication: plat, portion of plat, public right-of-way, utility easement.
- ❖ Plot Plan, drawn to scale showing the following;
 1. Requested Vacation / Dedication Area Highlighted
 2. Topography, streams, large rocks, tress, etc.
 3. Structures, Parking Areas and Driveways/Approach to Rights-of-way
 4. Landscaping, Use Areas/Storage/Snow Storage, etc.
 5. Easements
- ❖ Vicinity Map
- ❖ Property Owners within 300' and Mailing Addresses for Each
- ❖ Written Approval from Utility Companies, when applicable (ROS, Easement, etc.)
- ❖ Written Agreement from Property Owners when Receiving Vacated Property
- ❖ Quit Claim Deeds (Upon Approval) at the Expense of the Applicant
- ❖ Other Information as Requested

SIGNATURE OF APPLICANT: _____ DATE: _____

NOTICE TO APPLICANT

PLEASE READ THE INSTRUCTIONS CAREFULLY AND FILL OUT THE APPLICATION COMPLETELY.

FAILURE TO COMPLY MAY DELAY YOUR APPLICATION.

(continued)

(Typical Procedure: Cascade City Code 3-2-7)

Planning and Zoning Commission:

- This application must be submitted to the Administrator, accompanied by the appropriate filing fee a minimum of 45 days prior to the Commission hearing (or time required for legal noticing) along with any required deposits for engineering or legal review.
- The Commission shall hold a public hearing on the application. Notice of the public hearing will be published in Star News fifteen (15) days prior to the hearing. Hearing notices will also be mailed to Utility Companies and resident owners within 300 feet of the subject property. Not less than 7 days prior to the hearing, notice of hearing will be posted on the land being considered.
- You will be given notice of the public hearing and should be present.
- Recommendations by the Commission for granting or denying the application will be forwarded to the City Council for their action. You will be notified, in writing, of the Commission's recommendation.

City Council:

- The Commission shall hold a public hearing on the application. Notice of the public hearing will be published in Star News fifteen (15) days prior to the hearing. Hearing notices will also be mailed to Utility Companies and resident owners within 300 feet of the subject property. Not less than 7 days prior to the hearing, notice of hearing will be posted on the land being considered.
- You will be given notice of the public hearing and should be present.
- Council Action:
 - Vacation: Approve, deny or modify the application. If public right-of-way or lands are vacated, the Council shall provide adjacent property owners with a quit claim deed for the area in proportions as prescribed by law. (See: Idaho State Statute)
 - Dedication: Approve, deny or modify the application. If dedication is approved, the following shall occur:
 - 1) Required street improvements shall be constructed or a bond furnished assuring the construction, prior to acceptance of the dedication.
 - 2) Owner shall furnish a deed to the City of Cascade – it must be recorded.