



The City of Bloomington Vacation Application

APPLICANT/APPLICANTS:

Name _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

REPRESENTATIVE: (if applicable)

Name _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

ENGINEER/SURVEYOR

Name _____

Address _____

City, State, Zip _____

Phone _____ E-Mail _____

VACATION INFORMATION:

General Location _____

Legal Description _____

In addition to the above, the following information must accompany this application.

1. Applicant(s) must provide a written justification for the vacation. Address any special considerations.
2. A site map of the area to be vacated. The map must be drawn to scale by a licensed surveyor.
3. A Microsoft Excel file containing all of the names and addresses of current property owners within a 300-foot radius of the subject property. (if applicable)
4. A signed Affidavit Mailing List. (if applicable)
5. Affidavit of Legal Interest completed if owner is being represented by someone other than himself/herself.

TERMS AND CONDITIONS

This application shall not be considered complete, nor will a hearing date be scheduled, until all required information identified on the application, has been submitted and verified by the City.

The applicant or a representative must be present at the scheduled public meeting.

I hereby acknowledge that I have read this application and state that the above information is correct and agree to the above terms and conditions.

Signature of Applicant: _____ Date _____

Signature of Applicant: _____ Date _____



VACATION APPLICATION AFFIDAVIT OF MAILING LIST

1. The Undersigned is the applicant or authorized representative of the applicant.
2. The undersigned understands the City of Bloomington requires the applicant to provide a Microsoft Excel file containing all of the names and addresses of current property owners within a 300-foot radius of the subject property. The list shall be based on the most current equalized assessment rolls acquired from the Bear Lake County Assessor's Office.
3. The undersigned ensures that the persons named, together with their mailing addresses as shown on the project mailing list attached herewith, are all the owners of property, as their said names and mailing addresses are set forth on the last equalized assessment rolls as acquired from the Bear Lake County Assessor's Office.
4. The foregoing is true under penalty of perjury.

Dated _____

Signature _____

Name (*please print*) _____

Mailing
Address _____

City _____ State _____ Zip _____



The City of Bloomington Vacation of Plats

1. Petitioner must submit a written request outlining the nature and circumstances for the request. The request shall contain the legal description of the platted area to be vacated and the names and addresses of all the owners to be affected. This request should be submitted to the City Clerk.
2. The Petitioner will be invited to the City Council Meeting to present their request and obtain preliminary approval to proceed and be advised of the costs associated with the process.
3. A Public Hearing will be scheduled. A written notice of the hearing must be sent certified mail to all property owners within 300 feet of the subject property at least 10 days prior to the hearing. Notice of the Public Hearing must be published twice in the official newspaper chosen by the City. The last notice must appear no less seven (7) days prior to the hearing. Copies of the Certified Mail receipts shall be retained for proof of mailing.
4. Once the hearing is held, the City Council may grant the petition, with such restrictions as they deem necessary. No right of way shall be vacated so as to leave any property without access to an established public right of way. (The burden of proof lies with the impacted property owner) The City Council must determine that retaining said right of way is not in the best interest of the public.
5. All publications costs, mailing costs, title fees and recording fees shall be at the expense of the Petitioner.
6. Once approved and conditions met an Ordinance will be drafted and preliminary approval obtained from the City Council.
7. A hearing must be held for approval of the Ordinance subject to current State Requirements. Once the hearing is held the City can issue a final approval. When the right of way is approved for vacation the property is split equally between the owners on each side of the plat. There will need to be a legal document drawn up by the Title Company to be recorded making that vacation official. **(This costs will be need to be determined so the petitioner can be advised)**

This is a short recap of the necessary steps to vacate a public right of way within the city limits. There are additional steps necessary if easements exist. Refer to Idaho Statues Title 50, Chapter 13, Section 1306A for additional information.