



City of Salmon Vacation Application

200 Main St Salmon, Idaho 83467
(208) 756-3412
mgbenton@centurytel.net

Application Instructions

1. Fill out application
2. Submit letter of review from the following agencies;
 - Public Works Committee
 - Fire Department
 - Idaho Power
 - Idaho Transportation Department (if your proposal is accessed off a State Highway)
 - City of Salmon Police Department- Please call 208-756-3214 and leave a message to meet with the Chief of Police

Make sure to take all supporting documents concerning your proposal such as but not limited to Aerial maps and preliminary plats. Please be courteous and schedule appointments with the agencies.

3. A plot plan is required for any development (see included requirements).
4. Legal description of the property to be developed must be submitted to our office in **written form** as well as **digital form**.
5. Written request with all applicable information and application to be submitted to the City Clerk.
6. No vacation of a public street, public right-of-way or any part thereof having been duly accepted and recorded as part of a plat or subdivided tract shall take place unless the consent of the adjoining owners be obtained in writing and delivered to the public highway agency having jurisdiction over said public street or public right-of-way. Whenever any street, avenue, alley or lane shall be vacated, the same shall revert to the owner of the adjacent real estate, one-half (1/2) on each side thereof, or as the city council deems in the best interests of the adjoining properties, but the right of way, easements and franchise rights of any lot owner or public utility shall not be impaired thereby.

** Applications must be submitted on forms provided by the City of Salmon. Multiple copies of applications and supporting material may include a preliminary title search, site plan, aerial photo and preliminary plat, also any other items that may pertain to any proposal required by the City of Salmon. Public hearings will only be set after all supporting material has been submitted in writing and request for vacation is approved by the City Council. Written comments from the public must be submitted 7 days prior to the public hearing. Notices will be published in the Recorder Herald for two consecutive weeks and all property owners within 300 ft of the development will receive notices of the proposal 30 days prior to the public hearing.

**** There will be additions fees for publications, notices & mailings. These fees are not included in the application fee. No decision of record will be signed until the invoice for balance due is paid.**



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(208) 756-3412

Email: mgbenton@centurytel.net

Website: www.cityofsalmon.com

Date Received: _____

Application Fee: \$ _____ **
(additional fees apply)

Payment Receipt # _____

Property Owner Information

Name: _____
Physical Address: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Agent/Representative Information

(Owner must submit a signed release allowing agent/representative to represent their application)

Name: _____
Physical Address: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Project Site Information

Site Address: (if one has been assigned) _____

Parcel #(s): _____

(Please attach a separate sheet if additional room is needed)

Total Acres: _____

Is the proposed project within the current Area of City Impact? _____

Subdivision Name: (if applicable) _____ Lot: _____ Block: _____

General Information

Nature of Proposed _____ How is property currently used: _____

Activity: _____

Current Zoning: _____ Proposed Zoning (if applicable): _____

Is project located in a floodplain and/or floodway? _____ Flood Zone: _____

Does any portion of the parcel to be developed have a slope in excess of 15% Yes: __ No: __

How are adjoining properties currently being used?

North: _____

East: _____

South: _____

West: _____

On what street does the property have frontage? _____

Gravel? ___ Paving? ___ Other? ___ Sidewalk? ___ Curbs? ___ Gutters? _____

Are utility services/lines located in the street/alley or right of way that you are wishing to be vacated?

No ___ Yes: ___ If Yes Please Describe: _____

This application has been filed out to the best of my knowledge. I understand that additional fees will be charged and that the record of decision will not be signed until all fees have been paid.

Signature of Applicant/Representative Date
(please attach Affidavit of Proprietary Interest)

Staff Use Only:

Date Accepted: _____ Application Accepted by: _____

Hearing Date: _____

2/1/19

AFFIDAVIT OF PROPRIETARY INTEREST

STATE OF _____)

) SS.

LEMHI COUNTY)

I, the undersigned, swear and verify the following statement to be true and correct:

1. I acknowledge that as a prerequisite to the application I now submit to City of Salmon, I must be the owner or authorized representative of the owner of the real property which is the subject of the application;
2. I possess such proprietary or representative interest, as a result of the following; (state legal interest in property or relationship to the title holder who must be identified)

3. That the legal description of the legal property which is the subject of my application has been attached as an exhibit to this affidavit;
4. I agree to indemnify, defend and hold City of Salmon 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 my application.

DATED THIS _____ DAY OF _____, 20_____

Signature

SUBSCRIBED AND SWORN to before me the day and year first above written

Notary Public for _____

Residing at _____

Commission Expires _____

SUBMITAL REQUIREMENTS FOR VACATION PLATS

(Please provide the following information with your application. Failure to do so could delay your application process.)

- **PRELIMINARY PLAT REQUIREMENTS.** Preliminary plats shall provide all information necessary to function as a “site plan”, as defined by this ordinance, including:
 - a title block showing the name of the proposed subdivision and its location by quarter-quarter section, section, township, range, principal meridian, city, county, and state;
 - the name, address, and registration number of the engineer or land surveyor who prepared the preliminary plat;
 - a north point, both graphic and written scales, and a legend explaining all symbols and abbreviations used;
 - a vicinity map that locates the proposed subdivision within the section and shows major roads and watercourses adjacent to or near the subdivision, the boundaries of and recorded names or numbers of all adjacent or nearby subdivisions and certificates of survey, and the county tax number of all adjoining parcels;
 - the location, nature, and boundaries of all existing public ways and public or private easements in or adjacent to the proposed subdivision, including the county book and page number references to the instruments establishing those ways or easements;
 - the location and size of all existing utility lines in or adjacent to the proposed subdivision;
 - the exterior boundaries of the proposed subdivision;
 - the location, exterior dimensions, and number of proposed lots and blocks, or other parcels created by the subdivision;
 - the acreage of each proposed lot, and a table showing the total acreage of the area proposed for subdivision, the total acreage in lots, the total acreage in streets, and the total acreage of parcels proposed for dedication to public use or to be held in common by the lot owners;
 - the names of all proposed streets and widths and boundaries of all proposed street rights-of-way and utility easements;

- the location of all irrigation structures, watercourses, and wetlands within or adjacent to the proposed subdivision;
 - the location of any Floodplain and floodway boundaries, as established by the Federal Emergency Management Agency, and any stream corridor setback lines.
 - elevation contours, at an interval of twenty (20) feet
- **FINAL PLAT REQUIREMENTS.** All final plats submitted shall be prepared in compliance with Chapter 13, Title 50 of the Idaho Code, as amended, and shall include all information listed below:
- a title block showing purpose of the land division and its location by quarter-quarter section, section, township, range, principal meridian, city, county, and state;
 - the name, address, and registration number or seal of the engineer or land surveyor who prepared the plat and that person's certification that the plat is accurate, and that the monuments described in it have been located and/or established as described;
 - a north point, both graphic and written scales, and a legend explaining all symbols and abbreviations used;
 - the basis of bearings and point of beginning for the subdivision survey, which shall be tied to two monumented section or quarter section corners;
 - the location and a description of all existing monuments found during the course of the survey;
 - the location, nature, and boundaries, with bearings and distances, of all existing public ways and public or private easements in or adjacent to the division, including the county book and page number references of the instruments establishing those ways or easements;
 - the exterior boundaries of the division, with all bearings and distances, including curve data for curving boundaries;
 - the location, exterior dimensions, and number of all lots and blocks, or other parcels created by the division, including bearings and distances and curve data for curving boundaries;
 - the location and a description of all monuments established during the course of the survey;
 - any stream corridor setback lines established by this ordinance and, where required, the location of any floodplain and floodway boundaries, as established by the Federal Emergency Management Agency;

- the acreage of each lot, and a table showing the total acreage of the divided area, the total acreage in lots, the total acreage in streets, and the total acreage of any parcels dedicated to public use or held in common by the lot owners;
- the names of all streets and widths and boundaries of all street rights-of-way and utility easements, including bearings and distances and curve data for curving boundaries;
- a signed and dated owner's certificate which includes a complete legal description of the parcel being divided, and in which the owners of record dedicate all public ways and other public spaces to public use;
- a public notary's acknowledgment of the owner's certificate;
- a signed and dated certificate of consent in which all mortgagors, lien holders, and other parties with any real property interest, including the holders of mineral rights, in the property consent to its division;
- a public notary's acknowledgment of the certificate of consent;
- certificates for plat approval by the commission and board;
- a statement of "sanitary restriction", as required by I.C. 50-1326;
- a certificate for use by the county recorder in recording the plat after its approval (as shown below); and any other information required for compliance with this ordinance.
- Final plats shall be prepared at a legible scale. All dimensions shown shall be in feet and decimals. Plats of large areas may be prepared on multiple, serially numbered sheets with match lines, and a sheet index map, which may be combined with the required vicinity map. All required certificates and the vicinity and index maps shall appear on the first of the serially numbered sheets.
- Required curve data include the radius, delta (?), tangent, chord, length, and chord bearing.
- The developer shall also provide the county with one reproducible copy of the final plat suitable for photographic reproduction and reduction.

*** All Final plats must be reviewed and approved by the Lemhi County Assessors Office and City of Salmon Planning & Zoning Administrator prior to being recorded so please plan accordingly

Note: Additional information may be required as determined by the City Council

FEE SCHEDULE

PLANNING AND ZONING		
NOTIFICATION FEES	POSTAGE, PUBLICATIONS, COPIES, RECORDINGS & MILEAGE	ACTUAL COST
AMENDMENTS	COMPREHENSIVE PLAN OR MAR & DEVELOPMENT CODE	\$500.00
ANNEXATION		\$250.00 - \$500.00
APPEALS		UP TO \$500.00
LARGE SCALE DEVELOPMENT		\$500.00
LOT SPLIT		\$250.00
SUBDIVISION		\$500.00
CONDITIONAL USE PERMIT		\$500.00
SIGN PERMIT	AS PER BUILDING CODE FEE SCHEDULE	VARIABLES
SPECIAL USE PERMIT		\$500.00
VACATION	PUBLIC RIGHT OF WAY	\$500.00
VARIANCE		\$500.00
ZONING MAP CHANGE		\$500.00