



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Replat, Vacation of Easement & Vacation of Plat Note Application Submittal Requirements

1. **Completed Application**
2. **Detailed Letter of Explanation** which includes:
 - a. A summary of the scope and design intent of the project.
 - b. Discuss any unique site features or unusual circumstances.
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Copy of Subdivision Plat** which includes the plat note or easement to be vacated highlighted.
5. **Detailed Site Plan** which includes:
 - a. Drawing scale.
 - b. All existing and proposed structures labeled with their size and existing and/or proposed uses.
 - c. North arrow.
 - d. Name of applicant, plan preparer, project name and project address on title block.
 - e. Size of parcel (acres or square feet), property lines, and all required setbacks with dimensions.
 - f. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
 - g. Usable open space areas with dimensions and total size.
 - h. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
 - i. Show all pedestrian walkways internal to the site which connects buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way and demonstrate that they meet ADA accessibility requirements.
 - j. Parking and loading areas with stalls and drive aisles shown and any garage door widths dimensioned. Include required accessible parking spaces.
 - k. Solid waste storage and collection plan with proposed screening method.
 - l. Fire Department access roadway clearly delineated.



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- m. Existing/proposed utility service.
- n. Any cross access or connections to adjacent properties.
- o. Location of any signs.

Vacation of Plat Note

- 6. **Postage Fees**, for noticing the City Council public hearing. Applicant will be required to pay postage costs for the notification letters sent by certified mail to property owners within 300' of the site of the proposed vacation.

Vacation of Easement

- 7. **Easement Relinquishments** from all easement holders. Relinquishment document format is not critical but must include a clear description of the easement in question and must be notarized or include agency letterhead. If Boise City is an easement holder, a separate relinquishment is not needed, as the City Council's future resolution will address it. See next page for a list of utility companies.



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Public Utility / Drainage / Irrigation Entities

This list is to be used as a guide and is not all inclusive of the utility, drainage, or irrigation entities within the Boise area. If you are unsure about which of these may apply to you, or if you need a contact not listed here, please contact a Planner at 208-608-7100 for more information.

CABLE	Sparklight 8400 Westpark Street Boise, ID 83704 208-375-8288	FUEL PIPELINE	Marathon Pipe Line LLC 201 N. Phillippi Street Boise, ID 83706 208-373-2141
DRAINAGE	Ada County Highway District (ACHD) 3775 N. Adams Street Garden City, ID 83714 208-387-6100		
ELECTRICITY	Idaho Power Company PO Box 70 Boise, ID 83707 208-388-5263		
GAS	Intermountain Gas Company 555 S. Cole Road Boise, ID 83709 208-377-6000		
IRRIGATION	Boise City Canal Company 1655 W. Fairview Avenue Boise, ID 83702 208-387-3526		Boise Valley Irrigation Ditch Company 8750 N. Bogart Lane Boise, ID 83714 208-853-5288
	Boise Kuna Irrigation District 129 N. School Avenue Kuna, ID 83634 208-922-5541		Farmers Union Ditch Company 715 Clover Drive Boise, ID 83703 208-345-2510
	Nampa-Meridian Irrigation District 1503 1 st Street Nampa, ID 83651 208-466-7861		New York Irrigation District 6616 Overland Road Boise, ID 83609 208-378-1023
	Settlers Irrigation District PO Box 7571 Boise, ID 83707 208-344-2471		South Boise Water Company PO Box 6005 Boise, ID 83707 208-761-6450
SEWER	Boise City – Public Works 150 N. Capitol Blvd. Boise, ID 83702 208-608-7150		West Boise Sewer District 7608 Ustick Road Boise, ID 83704 208-375-8521
TELEPHONE	Lumen 1315 W. Amity Road Boise, ID 83705 208-985-4498		
WATER	Capitol Water 2626 N. Eldorado Street Boise, ID 83704 208-375-0937		Veolia Water Company 8248 W. Victory Road Boise, ID 83709 208-362-7300