



VACATION PRE-PETITION CONFERENCE FORM
 (to be completed by the applicant(s) and the Public Works Secretary)

THE PRE-PETITION CONFERENCE IS FOR THE PURPOSE OF:

- Discussing the reasons for the proposed petition;
- Determining the specific area to be vacated;
- Explaining the vacation procedure;
- Explaining the approval criteria;
- Explaining the costs associated with a vacation;
- Identifying other options, if any; and
- Advising on the feasibility of the proposed petition.

REQUIRED INFORMATION FROM APPLICANT(S):

Reason for vacation request:
General description of vacated area:

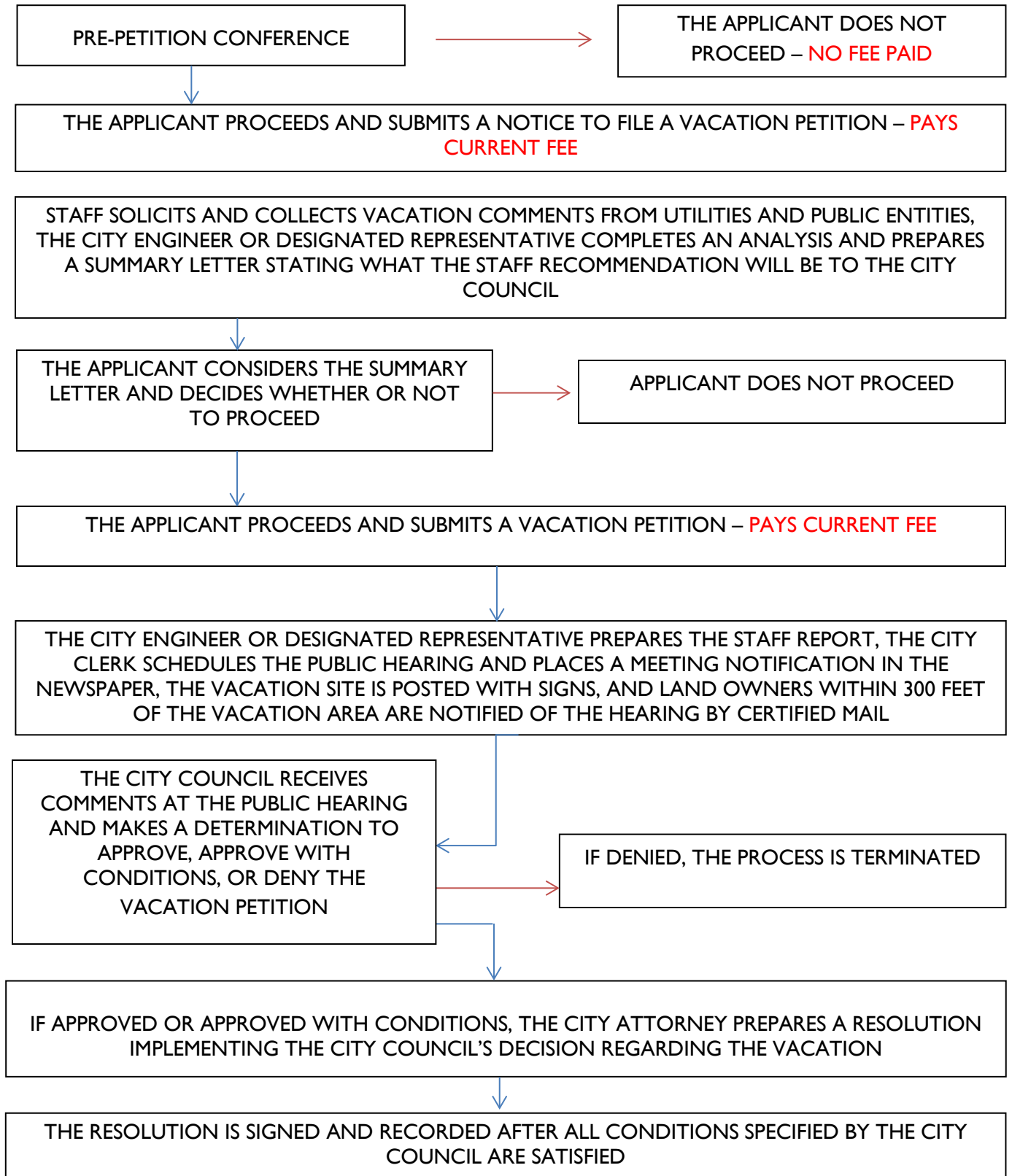
Applicants Name(s):
Address:
Telephone:
E-Mail:

PRE-PETITION CONFERENCE SCHEDULING:

Those attending the conference shall include the applicant(s), the City Engineer or designated representative and the City Surveyor.

Date:	Time:
Location:	

CITY OF LEWISTON VACATION PROCEDURE





NOTICE OF INTENT TO FILE A VACATION PETITION

(to be completed by the petitioner and submitted to the Public Works Secretary)

By my(our) signature(s) below, I(we) hereby provide notification to the City of Lewiston that I(we) desire to proceed with the vacation process that was discussed in our pre-petition conference held on _____. I(we) have received and read the pre-petition conference summary letter from the City Engineer and acknowledge that I(we) are proceeding with the vacation process at my(our) own risk with no guarantee that the desired vacation will be granted by the City Council.

PETITIONER SIGNATURE(S):

PETITIONER PRINTED NAME(S):

REQUIRED FROM APPLICANT(S) WITH THIS NOTICE OF INTENT:

1. A completed Notice of Intent (this document).
2. The fee as set forth in the current vacation fee schedule as adopted by resolution by the City Council.
3. Notarized letters from all owners of property adjacent to public rights-of-way in the proposed vacation area stating that they own property adjoining these public rights-of-way, that they give their consent to the proposed vacation of these rights-of-way, and that the proposed vacation will not adversely affect their property rights. (See attached sample consent letter)



VACATION PETITION

(to be completed by the applicant and submitted to the Public Works Secretary)

By my(our) signature(s) below, I(we) hereby formally petition the City of Lewiston City Council to vacate the plat and/or public right-of-way as defined below. The particular circumstances and the reason for this petition are:

The legal description of the plat area or public right-of-way for this vacation petition is (attach lengthy descriptions as Exhibit A):

Names of all persons affected by this vacation (public right-of-way vacations must list the owners of all lands abutting the right-of-way being vacated - attach lengthy lists as Exhibit B):

I(we) acknowledge that I(we) am(are) making this vacation petition at my(our) own risk with no guarantee that the desired vacation will be granted by the City Council.

PETITIONER SIGNATURE(S):

PETITIONER PRINTED NAME(S):

INFORMATION UPDATE (IF DIFFERENT FROM ORIGINAL APPLICATION)

Address:
Telephone:
E-Mail:

*The current vacation petition fee is to be submitted with this petition.



Date: _____

Public Works Secretary
City of Lewiston
P. O. Box 617
Lewiston, ID 83501

RE: Vacation Request of _____

I/We understand that the land owner referenced above has applied for vacation of the right-of-way located at _____. I/We own property adjoining the requested right-of-way vacation at the address of _____.

I/We consent to the proposed vacation of the public right-of-way and state that the vacation of the right-of-way will not adversely affect my/our property. If the vacation is approved, I understand the vacated property in the right-of-way will be given to all adjacent property owners or as the City Council deems in the best interests of the adjoining properties.

Sincerely,

Name: _____ Address: _____

I/we, _____, the undersigned owner(s) of the above-stated property, state that we signed this letter as an act our own free will(s).

Property Owner Signature

Date Signed

Property Owner Signature

Date Signed

State of Idaho)
 S.S.
County of Nez Perce)

On this ____ day of _____, in the year of _____, before me, personally appeared

_____, proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is(are) subscribed to the within instrument, and acknowledged that he(he)(she)(they) executed the same.

Notary Signature
Residing at _____

My Commission expires _____

