



***Vacation (VAC)
OpenGov Application
Checklist***

- **Proof of Proprietary Interest**

A proprietary interest is a property right; an interest held by a property owner. This can be in the form of a Warranty Deed or Affidavit of Legal Interest from the Property owner.

- **Vicinity Map (8 1/2" by 11")**

Showing the location and current zoning of the property as well as zoning districts and land uses of adjacent properties

- **Legal Description and survey of the platted area or property to be vacated.**

LEGAL DESCRIPTION MUST BE IN WORD DOC FORMAT

- **Vacation Request Narrative Statement**

Please explain the specific reasons you would like to vacate a subdivision or portion thereof, or a lot, public right of way or easement within an existing subdivision, or any public right of way.

- **List of Mailing Addresses - Provided by Staff**

A list of the mailing addresses of all property owners of record, obtained from tax records, which are within 300' of the external boundaries of the land in question.

***WHEN VACATING A PLAT OR SUBDIVISION, CERTIFIED MAIL
WITH RETURN RECEIPT IS REQUIRED.***



Applicant Public Hearing Notification Instructions

The applicant is responsible for sending out letters to surrounding property owners and public entities and posting public notification signs on the subject property. The applicant shall submit affidavits of mailing and signposting by the end of business day by the Mailings/Site Posting date on the current City of Mountain Home P&Z Commission schedule.

Mailing Instructions

- Fifteen (15) days before the hearing, written notice of time, place, and purpose of the hearing shall be mailed to:
 - Property owners within three hundred feet (300') of the external boundaries of the subject property.
 - This list can be obtained at the County Assessors' office.
 - Public Entities are identified in the attachment provided.
- The applicant shall submit an affidavit of mailing no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

Sign Posting Instructions

- One (1) public notice sign shall be posted along any adjacent public right-of-way (road) of the subject property.
 - The sign(s) shall meet the following specifications:
 - The sign(s) shall consist of four foot by four foot (4' x 4') plywood or another hard surface on two (2) four-inch by four-inch (4" x 4") posts or attached to another approved support in such a manner that it is perpendicular to the roadway along which the sign is posted. The bottom of the sign shall be at least three feet (3') above the ground.
 - Lettering and Content: At the top of the sign, notice signs shall include each of the following with a minimum size of six-inch (6") letters:
 - The words "Notice of Public Hearing";
 - The phone number for the city's planning and zoning department; and
 - The official city logo.
 - Brochure Holder: Notice signs shall include a mounted brochure holder. When the city council conducts a public hearing for a proposal that the planning and zoning commission has recommended, the notice for that hearing shall include the commission's recommendation in addition to



the time and place of the hearing and a summary of the proposal. The applicant requesting the proposed change shall ensure that, until the notice sign is removed, the brochure holder contains handouts providing notice of the time and place of the hearing and a summary of the proposal.

- City Staff will provide the brochure notice.
- Material: The sign shall be constructed with a weather-resistant material.
- Substantial Compliance: The sign shall be in substantial compliance with the following:



*The Planning & Zoning Division is aware of the following individuals, groups, or businesses that provide signposting services in the City of Mountain Home:

- Cox Signs - (208) 587-3840 - cox-signs.com
- Gary Tuller – (208) 599-3705 – garytuller@hotmail.com

THE CITY DOES NOT ENDORSE OR RECOMMEND A PARTICULAR SIGN PROVIDER.

- The applicant shall submit an affidavit of signposting no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

P&Z Commission Schedule

Meeting Date	Application Deadline	Public Notice Deadline	Mailings/Site Posting	Packets Out
January 3, 2023 (Tues.)	December 5, 2022	December 9, 2022	December 16, 2022	December 28, 2022
January 17, 2023 (Tues.)	December 19, 2022	December 23, 2022	December 30, 2022	January 11, 2023
February 6, 2023	January 3, 2023 (Tues.)	January 13, 2023	January 20, 2023	February 1, 2023
February 21, 2023 (Tues.)	January 17, 2023 (Tues.)	January 27, 2023	February 3, 2023	February 15, 2023
March 6, 2023	February 6, 2023	February 10, 2023	February 17, 2023	March 1, 2023
March 20, 2023	February 21, 2023 (Tues.)	February 24, 2023	March 3, 2023	March 15, 2023
April 3, 2023	March 6, 2023	March 10, 2023	March 17, 2023	March 29, 2023
April 17, 2023	March 20, 2023	March 24, 2023	March 31, 2023	April 12, 2023
May 1, 2023	April 3, 2023	April 7, 2023	April 14, 2023	April 26, 2023
May 15, 2023	April 17, 2023	April 21, 2023	April 28, 2023	May 10, 2023
June 5, 2023	May 1, 2023	May 12, 2023	May 19, 2023	May 31, 2023
June 20, 2023 (Tues.)	May 15, 2023	May 26, 2023	June 2, 2023	June 14, 2023
July 3, 2023	June 5, 2023	June 9, 2023	June 16, 2023	June 28, 2023
July 17, 2023	June 20, 2023 (Tues.)	June 23, 2023	June 30, 2023	July 12, 2023
August 7, 2023	July 3, 2023	July 14, 2023	July 21, 2023	August 2, 2023
August 21, 2023	July 17, 2023	July 28, 2023	August 4, 2023	August 16, 2023
September 5, 2023 (Tues.)	August 7, 2023	August 11, 2023	August 18, 2023	August 30, 2023
September 18, 2023	August 21, 2023	August 25, 2023	September 1, 2023	September 13, 2023
October 2, 2023	September 5, 2023 (Tues.)	September 8, 2023	September 15, 2023	September 27, 2023
October 16, 2023	September 18, 2023	September 22, 2023	September 29, 2023	October 11, 2023
November 6, 2023	October 2, 2023	October 13, 2023	October 20, 2023	November 1, 2023
November 20, 2023	October 16, 2023	October 27, 2023	November 3, 2023	November 15, 2023
December 4, 2023	November 6, 2023	November 10, 2023	November 17, 2023	November 29, 2023
January 2, 2024 (Tues.)	December 4, 2023	December 8, 2023	December 15, 2023	December 27, 2023

These dates are tentative and subject to change. Larger projects may need more time to review the application.

NOTE: Your application will not be deemed complete until all documents have been submitted and reviewed by staff. This may mean that your application would be scheduled for the following month's meeting.

Affidavit of Mailing

Affidavit of Sign Posting



Public Entities List

Company	Name	Address	City,State, Zip Code
Airport Advisory Committee Member	Paul Hibbard	3370 SW Trailwinds	Mountain Home ID 83647
Airport Advisory Committee Member	Ian Morcott	1890 Knight Court	Mountain Home ID 83647
Airport Advisory Committee Member	William James	1208 NW Nina Court	Mountain Home ID 83647
Airport Advisory Committee Member	Martin Pike	1649 East 15th North Street	Mountain Home ID 83647
Airport Advisory Committee Member	A.J. Lewis	1120 Julia	Mountain Home ID 83647
Airport Advisory Committee Member	Tom Hoegg	6375 Old Hwy 30	Mountain Home ID 83647
Airport Advisory Committee Member	Steve Mulberry	1662 Thacker Road	Hammett, Id 83627
Central District Health Department	Marty Jones, Env. Health Services	520 East 8th North	Mountain Home ID 83647
Century Link		1315 West Amity	Boise ID 83705
Elmore County Assessor		150 South 4th East, Suite 2	Mountain Home ID 83647
Elmore County Commissioners		150 South 4th East	Mountain Home ID 83647
Elmore County P & Z		520 East 2nd South	Mountain Home ID 83647
Elmore County Soil and Water Conservation		795 South Haskett Street	Mountain Home ID 83647
Idaho Department of Lands	Endowment Trust Lands	300 North 6th Street, Ste. 103	Boise, ID 83720



Idaho Dept of Lands	Southwest Supervisory	8355 West State Street	Boise ID 83703
Idaho Dept of Transportation	District 3	P O Box 8028	Boise ID 83707-2028
Idaho Power		2430 American Legion Blvd	Mountain Home ID 83647
Intermountain Gas		555 S. Cole Road	Boise ID 83709
Mellen Water District		P.O. Box 1086	Mountain Home ID 83647
Mountain Home Highway District		P O Box 756	Mountain Home ID 83647
Mountain Home Irrigation District	David Ascuena	140 South 3rd East	Mountain Home ID 83647
Oregon Shortline RR CO	C/O Union Pacific Corp.	1700 Farnam St. #10s-FL	Omaha, NE 60102-2010
St. Luke's Elmore Medical Center	Lisa Melchior	895 N 6th E	Mountain Home ID 83647
Superintendent of Schools	Mtn Home School District #193	470 North 3rd East Street	Mountain Home ID 83647
USPS	Attn: Postmaster	350 North 3rd East Street	Mountain Home ID 83647
West Side Sewer District	Don Gust	P.O. Box 717	Mountain Home ID 83647
Zito Media		1993 East 8th North Street, Suite 210	Mountain Home ID 83647