



Fremont County Planning and Building Department
125 North Bridge St. Suite 1
St. Anthony, ID 83445
(208) 624-4643 Office
(208) 624-1320 Fax

Vacation of Plat Note Submittal Checklist

Submittals: Review process will require all the following information to be submitted for a complete application and no incomplete application will begin the review process.

- Completed Fremont County Vacation Application.
- Letter from the property owner requesting the vacation(s).
- Processing fee. \$550.00
- Legal description of the property and scaled drawing showing proposed vacation(s).
- 8 1/2" x 11" vicinity map of the property and surrounding area (at least 600' beyond property).
- Applicant will be required to pay postage for notification letters (certified mail) sent to property owners within 300' of the site of the proposed vacation. (See below).

Process

- After the application packet has been reviewed by the Planning & Building Staff, the vacation request will be sent to all applicable agencies. The review period for the agencies is at least (5) working days.
- Planning & Building staff notifies, by certified mail all property owners within 300' of the affected property of the pending vacation proposal and hearing and date. The applicant will be notified of the postage cost due. Postage must be paid within 7 days of receipt of the letter notifying applicant of postage costs.
- Legal notices will be published for two weeks in the local newspaper.
- The Planning & Building Staff will prepare a staff report for the Board of County Commissioners on the proposed vacation, incorporating any applicable comments. The applicant will be notified of the date and time of the Board of County Commissioners hearing and will receive a copy of the Staff Report.
- The Board of County Commissioners will hear the vacation request and the applicant will be notified by letter of the action taken.
- Once the ordinance had been passed, the Fremont County Recorder will record it, together with the notarized relinquishment documents.

Note

The applicant, or their representative, is advised to attend the hearings. If the applicant or their representative is not present the request will not be heard.