



Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the proposed request including the following: <ul style="list-style-type: none"> ➤ Particular circumstances regarding the request to vacate ➤ Names of the persons affected by the proposed vacation 	Narrative
Legal description of the platted area or property to be vacated	*VAC Legal Description
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest
Relinquishment of easement letters from the applicable parties (i.e., public utilities, Century Link, Idaho Power, Intermountain Gas, Sparklight, and applicable irrigation and/or drainage entity)	Relinquishment Letters
Scaled vicinity map showing the location of the subject property	Vicinity Map
site plan or plat showing the easement proposed to be vacated	Site Plan

***Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.**