



APPLICATION FOR VACATION/EXCHANGE OF PUBLIC RIGHT(S)-OF-WAY

FOR ACHD OFFICE USE ONLY

DATE RECV: ____ / ____ / ____

FEE PAID: \$ _____

Applications for Vacations/Exchanges of public right(s)-of-way must be submitted in writing to the Real Estate Management Office at the Ada County Highway District located at 3775 Adams Street, Garden City, Idaho, 83714.

Applicant Name(s): _____

Contact Address: _____

Contact Phone Number: _____ **Email:** _____

Location of Vacation: (street address or parcel no.): _____

Closest Crossroads: _____

THE FOLLOWING REQUIREMENTS FOR VACATION/EXCHANGE OF PUBLIC RIGHT(S)-OF WAY MUST BE MET BY APPLICANT PRIOR TO ACCEPTANCE AND PROCESSING OF APPLICATION BY THE ADA COUNTY HIGHWAY DISTRICT:

1. **Pre-Application Neighborhood Meeting Sign-in Sheet.** At least 5 days (*but no more than 90 days*) before submitting the application, the applicant will invite all property owners within 300 feet of the proposed vacation/exchange parcel(s) to a pre-application neighborhood meeting. Such invitations will be delivered to the mailing address as shown on the Ada County Assessor tax rolls. The applicant will provide Ada County Highway District (ACHD) with the sign-in sheet along with satisfactory evidence of the delivery of the required invitations to each neighboring property (*note: certified mailing return receipts*).
2. **An application fee of \$2,500.** This application fee defrays costs of staff investigations, legal advertisement, and administrative costs incurred by ACHD in processing the Vacation/Exchange application. This fee does not include the costs for appraisal and/or actual land purchase. All costs incurred by ACHD in the processing of the application, in excess of \$2,500, will be invoiced to the applicant upon completion of the vacation procedures.
3. **A petition signed by the property owners adjacent to the proposed vacated right-of-way.** The application must contain signatures, including names, addresses, telephone numbers, and the Ada County Assessor's parcel number of ALL adjacent property owners who consent to the proposed vacation.
4. **A legal description of the proposed vacated right-of-way.** The legal description provided to ACHD must be stamped by a licensed surveyor and include an exhibit depicting the description. (*Note: If there are any ACHD facilities within the area to be vacated such as a storm drainpipe, etc., a separate legal description will be required so a permanent easement can be retained over the public facility*).

5. **Appraisal.** Necessary for vacation applications when the value of the proposed vacated area exceeds \$2,500. If it is determined by ACHD staff that the value of the land to be vacated will likely exceed \$2,500, the applicant shall provide, at the applicant's expense, an appraisal, written by a state licensed appraiser, of the land being vacated. The appraiser must use the "across the fence" valuation method using the applicant's property as the larger parcel. The appraiser shall not consider deductions for utility corridors or use as a right-of-way to determine the appraised value of the proposed vacated area. A list of qualified appraisers is attached to this application. For any questions call the [ACHD Real Estate Management Office at \(208\) 387-6277](#) (note: appraisal may be required for exchange applications).

ALL applicants are advised of Idaho Statute, 40-203(i), which states that if the Commissioners determine that a highway or public right-of-way parcel to be vacated has a fair market value of \$2,500 or more, a charge may be imposed upon the acquiring entity (applicant), not in excess of the fair market value of the parcel, as a condition of the vacation.

6. **The name, address, and telephone number of the applicant's representative, if applicable.**
7. **A statement of the reason(s) for the vacation request.**
8. **A map/plat showing the area of right-of-way which is the subject of the vacation application.** (note: a map or plat of existing right-of-way may be available from ACHD).
9. **List the legal entities the property is to be vested in after vacation/exchange.** (note: please list full name and address of each Grantee).
10. **Applicants are required to obtain a formal comment letter on the proposed vacation/exchange from Idaho Power.** Contact [Idaho Power - Land Department at \(208\) 388-5263](#). Additional fees are applicable. Please allow a minimum of 6 weeks for processing (note: application for comment letter is attached).

UPON RECEIPT OF ALL REQUIRED MATERIALS ASSOCIATED WITH THE VACATION/EXCHANGE APPLICATION, ACHD WILL CONDUCT THE FOLLOWING STEPS:

1. Conduct an on-site inspection of the right-of-way sought to be vacated.
2. Submit the application request to ACHD Technical Review Committee.
3. Prepare the Vacation/Exchange proposal to ACHD Board of Commissioners seeking consent to proceed and schedule the time, date, and place of the public hearing to consider the petition and take public testimony. Following consent by the Board of Commissioners, ACHD will complete the following process:
 - a. A Public Hearing Notice will be posted at ACHD Administrative Offices 30 days prior to the hearing. (Notices are located near the main entrance.)
 - b. All property owners within 600 feet of the portion of the right-of-way will be notified (at the address shown on the county assessor's tax rolls) by certified letter (at least 30 days) prior to the date of the public hearing.
 - c. At least 30 days prior to the hearing a notice will be given by U.S. Mail to known

owners and operators of underground facilities that lie within the right-of-way area to be vacated to determine present use and future plans.

- d. The Public Hearing Notice will be published in the Idaho Press Tribune Newspaper or applicable newspaper at least 2 times (if in a weekly newspaper) or 3 times (if in a daily newspaper), the last notice to be published at least 5 days and not more than 21 days before the hearing.
4. Present the Vacation/Exchange final proposal and staff recommendations to the ACHD Board of Commissioners. Upon due deliberation and vote by the Commission approving the Vacation/Exchange, a RESOLUTION for Vacation and Abandonment containing Findings of Facts and Conclusions of Law will be presented to the Commissioners for signature.
5. Submit conveyance documents to the ACHD Board of Commissioners for signature and subsequent submission to Ada County for official recording into public record, after receipt of purchase funds from the applicant.
6. Distribute all final recorded documents to the applicant.

APPLICANTS WILL HAVE 90 DAYS FROM THE DATE THE COMMISSION EXECUTES THE FINAL RESOLUTION, APPROVING THE VACATION/EXCHANGE, TO REMIT PAYMENT. IF PAYMENT IS NOT RECEIVED ACHD WILL RECOMMEND THE COMMISSION ADOPT A RESOLUTION TO VOID AND NULLIFY THE APPLICATION FOLLOWING A PUBLIC HEARING.

Applicants are advised that approved vacations and exchanges of public right-of-way will be SUBJECT TO RETENTION of public and private utility easements, drainage easements, irrigation easements, and other easements of record or not of record or in use upon or under said public right-of-way, together with provisions for replacing or relocating same. Costs associated with relocation or replacement of existing facilities shall be borne by the applicant with approval of applicable utility or agency.

The approximate time required to process a Vacation/Exchange application is 15 weeks.

Attachments:

1. Application for Release of Idaho Power Easement
2. Idaho Transportation Department Approved Appraiser List

References:

ACHD Ordinance No. 223 adopted January 25, 2017
I.C. 40-203

ITD APPROVED APPRAISER LIST

1	Last Name	First Name	Firm	email Address	Address	City	State	Zip	Phone
2	Aboubacar	Rouke	Cushman & Wakefield	rouke.aboubacar@cushwake.com	601 Union St., Ste 1100	Seattle	Washington	98101	(206) 215-9717
3	Arnett	James	Epic Land Solutions, Inc.	jarnett@epicland.com	10300 SW Greenburg Road #370	Portland	Oregon	97223	(503) 336-9524
4	Arney	John	Epic Land Solutions, Inc.	John@jwallc.biz	316 W. Boone Ave., Ste 590	Spokane	Washington	99201	(425) 681-9334
5	Atchison	Robert	Epic Land Solutions, Inc.	batchison@epicland.com	10030 SW Greenburg Rd.	Portland	OR	97223	(503) 213-3975
6	Balfour	David	Portland Valuation Group	Dave@OregonValue.com	24925 SW Garden Acres Road	Sherwood	OR	97140	(503) 330-8697
7	Bergquam	Brent		bergquamb@hotmail.com	222 N. Legacy Ridge Drive	Liberty Lake	Washington	99019	(208) 691-6435
8	Brady	Robin	Integra Realty Resources	rbrady@irr.com,	1661 W. Shoreline Dr., Ste.200	Boise	Idaho	83702	(208) 342-2500, ext 203
9	Calhoun	Henry	H. S. Calhoun LLC dba H.S. Calhoun Appraisal & Consulting	scott@hscalhoun.com	5136 N Arrow Crest Way	Boise	Idaho	83703	(208) 331-5050
10	Cook	Cory	BBG Real Estate Services	ccook@bbgres.com	3115 E. Lion Lane, Suite 310	SLC	Utah	84121	(801) 321-0059
11	Cook	Philip	BBG Real Estate Services	pcook@bbgres.com	3115 E. Lion Lane, Suite 310	SLC	Utah	84121	(801) 321-0059
12	Corlett	Joseph	Mountain States Appraisal	jcorlett@appraisaidaho.com	1459 Tyrell Lane, Suite B	Boise	Idaho	83706	(208) 336-1097
13	Cornish	Andrew	Rocky Mountain Appraisals	appraiser@rmappraisals.com	P.O. Box 9488	Jackson	Wyoming	83002	(307) 733-7799
14	Free	Allison	Peak Appraisals	peak@centurylink.net	PO Box 3183	Jackson	Wyoming	83001	(307) 201-9551
15	Free	Tyler	Valbridge Property Advisors	tfree@valbridge.com	1100 E. 6600 S. Suite 201	SLC	Utah	84121	(801) 262-3388
16	Gibson	James	Sage Valuation, LLC	james.gibson@sagerev.com	3067 E Shadowview St	Eagle	Idaho	83616	(208) 954-3093
17	Graham	Jody	Integrity Appraisal & Consulting	jody@integrityappraisal.us	4803 Emeral St	Boise	Idaho	83706	(208) 859-4405
18	Graybadger	Greg	Graybadger & Company	graybadger@earthlink.net	PO Box 7942	Boise	Idaho	83707	(208) 863-5969
19	Greenwood	Jerry	Greenwood Valuation Group, LLC	greenwoodjerry@gmail.com	2544 W Okanogan Ave	Post Falls	Idaho	83854	(618)-978-0816
20	Hall	Steven	Hall-Widdoss & Co.	steve.hall@hall-widdoss.com	1001 SW Higgins Ave., Suite 201	Missoula	Montana	59803	(406) 721-3822
21	Hill	Johnston	Right of Way Specialists Inc.	jhill@rowsid.com	5134 S. Surprise Way Suite 205	Boise	Idaho	83716	(208) 859-8806
22	Holtby	David	DH Group LLC	dave@dhgrouputah.com	4020 South 700 East, Ste. 2	Murray	Utah	84107	(801) 290-2369
23	Jager	Albert	Real Estate Works	jagerworks@comcast.net	3351 E. Elgin Dr.	SLC	Utah	84109	(801) 487-8659
24	Jakob	Michele	J3 Appraisal Services LLC	michelejacob@yahoo.com	7216 South 2780 East	SLC	Utah	84121	(801) 750-6018
25	Janoush	Brad	Integra Realty Resources	bjanoush@irr.com	1661 Shoreline Dr. Suite 200	Boise	Idaho	83702	(208) 342-2500
28	Kaiei	Matthew	Western Real Property	matt@westernrealproperty.com	901 Charlo Street	Missoula	Montana	59802	(971) 409-3675
29	Knipe	Bradford	Integra Realty Resources	bknipe@irr.com	1661 Shoreline Dr. Suite 200	Boise	Idaho	83702	(208) 866-7900
30	Kurasz	James	L3 Valuations	jkurasz@l3valuation.com	16850 SW Upper Boones Ferry Road, Ste A	Durham	Oregon	97224	(503) 786-8288
31	Langston	Sam	Langston & Associates	sam@slangston.com	210 W. Jefferson	Boise	Idaho	83702	(208) 384-1300
32	Lembeck	Jeffrey	Lembeck Appraisal & Consulting, Inc.	jeff@lembeckappraisal.com	316 W. Boone Ave, STE 850	Spokane	Washington	99201	(509) 326-4130 x 109
33	Liddell	Darrin	Integra Realty, SLC, Utah	dliddell@irr.com	5107 S. 900 E., Suite 200	SLC	Utah	84117	(801) 263-9700
34	Linford	Brad	Real Point Appraisal, LLC	realpointappraisal@gmail.com	6369 E Tower Castle Loop	Ammon	Idaho	83406	(208) 521-2645
35	McGee	Richard	HDR	richard.mcgee@hdrinc.com	710 Hesters Crossing, Ste 150	Round Rock	Texas	78681	(737) 239-6920
36	Miles	Sarah	Gem Valley Appraisal Service	sarah@gemvalleyappraisal.com	828 S. Washington, Suite D	Moscow	Idaho	83843	(208) 882-7200

ITD APPROVED APPRAISER LIST

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Firm	email Address	Address	City	State	Zip	Phone
37	Moe	Stan	Columbia Valuation Group	Stan@cvgcda.com	1410 Lincoln, Suite 200	Coeur d' Alene	Idaho	83814	(208) 667-7940
38	Mueller	Kurt	L3 Valuation	kurt@l3valuation.com	16850 SW Upper Boones Ferry Road, Ste A	Portland	OR	97224	(503) 620-0881
39	Nelson	Bill	Nelson Appraisal	appraiser@rwilliamnelson.com	3178 S Crabapple Ln	Boise	Idaho	83706	208-869-4402
40	Norton	Richard E	Appraisal Logistics, Inc.	Rnorton@AppraisalLogistics.net	11824 East 22nd Ave.	Spokane Valley	Washington	99206	(509) 435-2300
41	O'Neill	Brian	National Right of Way Review Appraisal	brian@nrwra.com	3085 E. Nature Dr.	Boise	Idaho	83702	(208) 342-1331
42	Parent	Stephen M	CBRE	steve.parent@cbre.com	500 Capitol Mall #2400	Sacramento	CA	95814	(916) 919-7262
43	Payne	Jess	Jess Payne Appraisal Service	sandra@jpas.us	9646 W State Street	Star	Idaho	83669	(208) 454-2991
44	Pomtier	Tom	Robert C Williams Appraisals Inc.	tpomtier@appraisaloffices.com	1843 S Broadway Ave., Ste 104	Boise	Idaho	83706	(208) 375-0106
45	Reynolds	Brian	Headwaters Appraisal	brian@headwatersappraisal.com	9548 W Thor Dr.	Boise	Idaho	83709	(208) 859-0388
46	Robinson	Scott	Robinson Appraisal Service, LLC	srobinson57@outlook.com	8969 Pandion Lane	Boise	Idaho	83714	(208) 853-5800
47	Savage	Terry	Value Logic	ts@valuelogic.org	2314 Cherry St.	Spokane Valley	Washington	99216	(509) 928-8186
49	Schechter	Cindy	Cindy Schechter	threerivers33@gmail.com		Boise	Idaho		(208) 516-3613
50	Stenkamp	Joe	Joe Stenkamp, Real Estate Appraiser	joehuge@msn.com	11733 Peconic Dr.	Boise	Idaho	83709	(208) 861-5419
51	Stroschein	Ruby	Gem Valley Appraisal Service	ruby@gemvalleyappraisal.com	828 S. Washington, Suite D	Moscow	Idaho	83843	(208) 882-7200
52	Thompson	Brent	Thompson and Associates	brentlymai@aol.com	4031 Barossa Dr	Idaho Falls	Idaho	83404	(208) 589-2991
53	Vogel	Cary	Vogel Appraisal	cary@vogelappraisal.com	PO Box 1728	Sandpoint	Idaho	83864	(208) 255-2424
54	Wegener	Bailey	CBRE	bailey.wegener@cbre.com	1729 Mission Ave.	Carmichael	CA	95608	(916) 220-6739
55	West	Levi	Integra Realty Resources	lwest@irricom	5107 S. 900 E., Suite 200	Salt Lake City	Utah	84117	(801) 263-9700
56	Williams	Robert	Robert C Williams Appraisals Inc.	rcw@appraisaloffices.com	1509 S. Division Avenue	Boise	Idaho	83706	(208) 867-0426
57	Wright	Michael	Wright Real Estate Services	mike@mvw885.com	885 W. Beacon Light Road	Eagle	Idaho	83616	(208) 870-3185

Idaho Power Application for Release of Easement

This application form is to be used to request that Idaho Power release part or all of an existing Idaho Power easement. Upon submittal of this form, Idaho Power will review the easement to determine if the easement (or a portion thereof) will be released or retained. Note the acceptance of the application does not obligate Idaho Power to release any portion of the easement.

Time Frame: Depending on the request, the process may take over ten weeks. This time frame begins once a complete application packet is received by Idaho Power's Corporate Real Estate Department. Some requests may require greater information or expense. Please be as thorough as possible to save processing time. You will be notified if the application package is not complete.

Process: Once received, the request will be reviewed to determine if the easement is required for current or future facilities. Be aware, requests will not be approved if electrical facilities are present. In addition, easements for transmission lines may require special consideration. Please call 208-388-5070 if you are requesting the release of a transmission line easement.

In some cases where electrical facilities are present, relocation of the facilities may be an option. If facility relocation is needed to allow an easement to be released, the cost of such relocation(s) would be paid by the applicant before the release is granted. If required, the acquisition of new easements or the relocation/removal of facilities must be completed prior to Idaho Power issuing a release of easement.

If the request is granted, the appropriate documentation will be created and a copy will be sent to the applicant.

Required Enclosures:

For an application to be considered for review, the following items are required:

1. A completed application.
2. A recorded copy of the document to be reviewed: Idaho Power Easements, Subdivision Plats, Townsite Plats, etc. Copies of these documents may be obtained through the county recorder's office or a title company.
3. A legal description prepared by a licensed surveyor defining the area being requested for release.
4. A map showing the property boundaries, with the easement area clearly marked, a compass, and any neighboring streets or landmarks.
5. A non-refundable application fee of \$150 payable to Idaho Power.
6. In some cases, an ALTA/ASCM Land Title Survey or an easement valuation may be needed.

When the application is complete, send it to the Corporate Real Estate Department at the address listed on the application form, or via e-mail to easements@idahopower.com (payment must be sent via regular mail or personal delivery). If questions arise on the required content of this application, please call 208-388-5070 (Easement Specialist) or 208-388-5263.

Idaho Power Application for Release of Easement

Applicant may be requested to pay other costs if required to complete this request (e.g., surveying, appraisal, title search, etc.)

Mail to: Corporate Real Estate Department: Land Management & Permitting (or email to easements@idahopower.com)
 Attn: Easement Specialist
 P.O. Box 70
 Boise, ID 83707-0070
 Phone: (208) 388-5070 or (208)-388-5263

 Applicant's Signature and Printed Name

Applicant Information

Applicant's Name			Date	
Mailing Address		City	State	Zip
Phone	Cell	E-mail		

Current Property Owner Information

Owner's Name				
Mailing Address		City	State	Zip
Phone	Cell	E-mail		

Type

Idaho Power Easement	Public Utility Easement	Road Right of Way	Internal Request
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Easement Information

Instrument #	Date Recorded	Execution Date
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Location Information

County	Quarter	Township	Range	Section
Subdivision	Block	Lot	Parcel Number / Assessor's Number	

In addition to information provided, please explain request. (If more space is needed, please use the backside of this form.)

(Why is this needed? Is there a pending sale? Are there any associated public hearings? What are your dates of construction?)

Required Enclosures (See explanations on cover letter)

Complete Application	Copy of easement, subdivision plat, or city town site
Map of Location	\$150 Application Fee Legal Description

For IPC Use Only

Release Number	Application Received	Check Number	Date Completed
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AFFIDAVIT OF LEGAL INTEREST

State of _____)

ss

County of _____)

I, _____, _____
(Name) (Address)
_____, _____
(City) (State/Zip)

Being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my permission to _____, _____ to submit the accompanying application pertaining to that Property.
(Name) (Address)

B. I agree to indemnify, defend and hold Idaho Power Company and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this ____ day of _____, 20__.

(Signature)

Subscribed and sworn to before me the day and year first above written.

Notary Public for Idaho

Residing at: _____

My commission expires: _____

(NOTARY SEAL)