

## COMMUNITY DEVELOPMENT DEPARTMENT

**Planning Division** 

## **Vacation Process**

Generalized Concept

Applicant submits required documents via the online portal (Vacations may be initiated by the City or a private party) If incomplete, additional items 7-10 days Planning reviews for completeness requested Fee paid upon completeness 5-7 weeks Departments draft Staff Reports City Council Public Hearing (PH) Scheduled per attached City Council PH Notices sent to Prior to PH jurisdictions, media, and site posting City Council Public Hearing Reasoned Decision, and Minutes Min. 5 weeks Staff drafts Ordinance Reasoned Decision and Ordinance if 3-5 weeks approved by City Council Recorded documents provided to 2-3 weeks applicant

Legend

Red = Approximate Timeline

Light blue = Major step

Idaho Legislature: Title 50, Municipal Corporations. Chapter 13, Plats and Vacations