Online Vacation Application Instructions

1. New Users: Click '**New Users:** Register for an Account and follow the prompts.

   Existing Users: Enter User Name or Email and Password, Click 'Login'.

2. Once you are logged in, Click the 'Planning' tab.

3. Read the terms and conditions and click the box to accept. Click on 'Continue Application'.

4. Click on the arrow next to 'Property Acquisition', select 'Vacation Application', and Click 'Continue Application'

5. Location of Vacation - Enter the address of the area to be vacated and click 'Address Search'. If the area to be vacated is a right-of-way, enter the address of the adjacent property (This will most likely be the Applicant's address). If the property address has no street number, skip to the 'Parcel' section, enter the Parcel ID ONLY, and click "Parcel Search".

6. Click 'Continue Application'. At any time, you can click 'Save and resume later'.

7. Under 'Project Name', enter the name of the applicant followed by 'Vacation' (e.g., Smith Vacation or ABC Company Vacation).

8. Under 'Project Description', please enter a brief description of the area requested to be vacated.

9. Enter 'Vacation Details'. Under 'State the reason for the request to vacate the above County interest:', provide a detailed statement of the applicant's purpose for requesting the proposed vacation action. Address any and all benefits to be derived by the County and public as the result of the action. Once this section is complete, click 'Continue Application'.

10. Under 'Contact Information', click 'Select from Account'. Select the contact type in the dropdown menu (e.g., Applicant, Attorney, etc.), check the box next to the appropriate address, and click 'Continue'.

11. Add additional contacts as needed by selecting 'Add New' under 'Additional Contact List'. Click 'Continue Application'.

12. Upload all required attachments by clicking 'Add'. Click 'Add' again to select files from your computer. Click 'Continue'. For each document file, select 'Type' from the drop-down menu. Click 'Save' and then 'Continue Application'.

13. Read the certification, and click the box if you agree. Click 'Continue Application'.

14. Click 'Check Out' and follow the prompts to pay the application fee.