Carson City Planning Division
108 E. Proctor Street • Carson City NV 89701
Phone: (775) 887-2180 • E-mail: planning@carson.org

FILE # AB – 12 -

PROPERTY OWNER

MAILING ADDRESS, CITY, STATE, ZIP

PHONE # **FAX #**

E-MAIL ADDRESS
Name of Person to Whom All Correspondence Should Be Sent

APPLICANT/AGENT

MAILING ADDRESS, CITY, STATE ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

FOR OFFICE USE ONLY:

ABANDONMENT OF PUBLIC RIGHT-OF-WAY

FEE: $2,450.00 + noticing fee

SUBMITTAL PACKET

- ☐ Application Form
- ☐ 6 Completed Application Packets (1 Original + 5 Copies)
- ☐ Legal Description
- ☐ Written Project Description
- ☐ Site Map
- ☐ Utility Statements (original)
- ☐ Documentation of taxes paid to date
- ☐ Chain of Title or Title Report for subject parcel showing how right of way was originally dedicated
- ☐ Complied with notes below.*

Application Reviewed and Received By:

Submittal Deadline: See attached PC application submittal schedule.

Project's Assessor Parcel Number(s):	Street Address	ZIP Code

Briefly describe location, width and length of the proposed abandonment:

JUSTIFICATION: Explain why the request is being made, if the subject right-of-way was ever dedicated to Carson City, when and by whom, and why the abandonment will not damage any adjacent properties:

If you are abandoning an access, explain how the parcel will be accessed:

PROPERTY OWNER'S AFFIDAVIT

I, _____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature Address Date

Use additional page(s) if necessary for other names.

STATE OF NEVADA)
COUNTY)

On_____, 2___ __, _____, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Notary Public

***NOTES:** In order to facilitate the processing of your application, prior to submitting your application to the Planning Division, please contact Engineering at 887-2300 to ensure that department has no concerns with your application, and take your packet to the Utilities Department for signature. A signed utility statement, a typed legal description, and an 8 ½ by 11 inch map prepared by a licensed surveyor describing the land to be abandoned are required to be submitted with this application. Please submit detailed and explicit plans, as they will be submitted for review by the Planning Commission and Board of Supervisors, and subsequently recorded.

PRIOR TO AGENDIZING FOR BOARD OF SUPERVISORS, DOCUMENTATION OF TAXES PAID IN FULL FOR THE FISCAL YEAR IS REQUIRED.

UTILITY STATEMENTS FOR ABANDONMENT OF PUBLIC RIGHT-OF-WAY

LOCATED AT:

(THE LOCATION, APN NUMBER AND ADDRESS MUST BE LISTED ABOVE PRIOR TO OBTAINING SIGNATURES)

1. We DO NOT have a utility in the right-of-way being abandoned and DO NOT desire continuation of said easement in its present location.

Signed: _____ _____ _____
Signature Company Date

Signed: _____ _____ _____
Signature Company Date

Signed: _____ _____ _____
Signature Company Date

2. We DO have a utility in the right-of-way being abandoned and desire creation of a public utility easement (PUE) along the alignment of the existing utility.

Signed: _____ _____ _____
Signature Company Date

Signed: _____ _____ _____
Signature Company Date

Signed: _____ _____ _____
Signature Company Date

3. OTHER: (Please type in a statement which applies to your situation): _____

_____

Signed: _____ _____ _____
Signature Company Date

Signed: _____ _____ _____
Signature Company Date

Signed: _____ _____ _____
Signature Company Date

THE FOLLOWING PUBLIC UTILITIES SHALL SIGN ONE OF THE ABOVE STATEMENTS

NV Energy
Charter Communications
Carson City Engineering (will sign during review)
Southwest Gas Corporation
AT&T Nevada
Carson City Utilities

Abandonment Checklist

TYPE OF ABANDONMENT REQUESTED:

☐ Public Right-of-Way
☐ Public Access Easement
☐ Government Patent Easement
☐ Public Drainage Easement
☐ Other type of abandonment (specify): _____

GENERAL REQUIREMENTS:

Application packet in the appropriate number of copies (one original and five copies).

Each of the three packets shall contain:

☐ An application form, signed by the affected property owner(s) and notarized. (Use a Carson City addendum attachment form for each additional property owner).
☐ A narrative justification letter explaining the purpose of the project and pertinent details of the proposed abandonment.
☐ A Memo of support from Development Engineering (contact Jeff Sharp at 887-2300).
☐ A Legal description of the proposed abandonment.
☐ Legal description(s) of the resulting abutting parcel(s).
☐ Site map exhibit(s) of the proposed abandonment to match the legal descriptions in (c) and (d) above.
☐ A Utility Statement signed by the appropriate authorities as indicated on the form.

Site Map/Exhibit Requirements

☐ Provide 8 ½" by 11" (or 11" by 17") accurate map exhibits, drawn to scale, including date, north arrow and scale.
☐ The exhibits must include the name, address and phone number of the Professional Land Surveyor, licensed in the state of Nevada, who is responsible for the exhibits.
☐ The exhibits must include the stamp, signature, date and license expiration date of the surveyor.
☐ The exhibits shall indicate all parcels, rights-of-way and easements or reservations that abut the proposed abandonment.
☐ The exhibits (or supplemental documentation) shall indicate any parcel(s) of land that may rely upon access of any sort over the proposed abandonment. Alternative access to the same parcels may be indicated, but note shall be made as to whether they exist or are proposed.

One set of the following shall be provided:

☐ Title report for the abutting parcels.
☐ Copy (copies) of the document(s) that dedicated/established the right-of- way/easement, or a report of the document references approved by the Engineering/Planning Division prior to submittal.
☐ Documentation of taxes paid to date

The appropriate application fee and noticing fee will be required at the time in which the application is deemed complete.