



VACATION APPLICATION

CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE	STAFF	Public Works sign-off required prior to submittal of VAPE: _____		
VACATION & ABANDONMENT (VS): <input type="checkbox"/> EASEMENT(S) <input type="checkbox"/> RIGHT(S)-OF-WAY		DATE FILED: _____ PLANNER ASSIGNED: _____ ACCEPTED BY: _____ FEE: _____ CHECK #: _____ COMMISSIONER: _____ ZONE / AE / RNP: _____ PLANNED LAND USE: _____ OVERLAY(S)? _____ TRAILS? Y/N _____	APP. NUMBER: _____ <i>For Applications going to Public Hearing:</i> TAB/CAC _____ TAB/CAC DATE: _____ TIME: _____ PC MTG DATE: _____ BCC MTG DATE: _____ <i>For Administrative Applications</i> LETTER DUE DATE: _____	NOTES: _____
ADMINISTRATIVE VACATION & ABANDONMENT (VAPE): <input type="checkbox"/> PATENT EASEMENTS				
<input type="checkbox"/> EXTENSION OF TIME FOR VACATION (ET) (ORIGINAL APPLICATION #): _____				

PROPERTY OWNER	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ FAX: _____ CELL: _____ E-MAIL: _____
-----------------------	---

APPLICANT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ FAX: _____ CELL: _____ E-MAIL: _____
------------------	---

CORRESPONDENT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ FAX: _____ CELL: _____ E-MAIL: _____
----------------------	---

ASSESSOR'S PARCEL NUMBER(S): _____

PROPERTY ADDRESS and/or CROSS STREETS: _____

I, (We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

_____ Property Owner (Signature) STATE OF NEVADA COUNTY OF _____ SUBSCRIBED AND SWORN BEFORE ME ON _____ (DATE) By _____ NOTARY PUBLIC: _____	_____ Property Owner (Print)
--	--

STAFF	Administrative Vacation of Patent Easements is (circle one) APPROVED/DENIED until _____ to record. Subject to all standard conditions and the following conditions _____ By (Public Works): _____ Date: _____
--------------	--

DOCUMENT SUBMITTAL REQUIREMENTS	Application Form	Disclosure Form	Site Plan	Legal Description of Area Being Vacated	Assessor's Map	Deed	Easement/Right-of-Way Documents ^B	Letters of Consent ^C	Utility Company Approvals ^E	Record of Survey ^D	Justification Letter	Required Fees
<ul style="list-style-type: none"> Refer to Title 30.16.240 for more information Numbers represent the required copies These are the official requirements per the Zoning Administrator but additional requirements may apply 												
Vacation and Abandonment	1	1	3	2	2	1	2			2	3	\$500
Administrative Vacation & Abandonment of Patent Easements	1	1	3	2	2	1	2	1	1	2	3	\$200
Extension of Time for Vacations	1	1				1 ^A					3	\$150

- A. Deed is only required if the ownership of the property has changed since the original submittal.
- B. Documentation of how the easement or right-of-way was created – examples include patent documents, grants of easement, recorded maps, etc.
- C. Notarized letters of consent are required from all property owners adjacent to the easement and/or any extension of the easement to the nearest dedicated right-of-way.
- D. Required for projects with Las Vegas Boulevard South frontage.
- E. Utility approvals for administrative vacation and abandonment applications are required as follows:

Clark County	Northeast Clark County	Other Outlying Areas
Clark County Water Reclamation District	Clark County Water Reclamation District	Clark County Water Reclamation District
Las Vegas Valley Water District	Moapa Valley Water District or Virgin Valley Water District (Bunkerville)	Big Bend Water District (Laughlin), Indian Springs Water Company (Indian Springs), or Las Vegas Valley Water District
NV Energy	Overton Power Company	Lincoln County Power District (Coyote Springs), NV Energy, or Valley Electric (Mountain Springs and Sandy Valley areas)
Embarq/Century Link	Moapa Valley Telephone Co	Embarq/Century Link, or Lincoln County Telephone Company (Coyote Springs)
Southwest Gas Company	Southwest Gas Company	Southwest Gas Company
Clark County Fire Department	Clark County Fire Department	Clark County Fire Department
Southern Nevada Water Authority	Southern Nevada Water Authority	Southern Nevada Water Authority
Regional Transportation Commission	Regional Transportation Commission	Regional Transportation Commission

PROCEDURE FOR FILING PUBLIC HEARING VACATION AND ABANDONMENT APPLICATIONS

1. Complete applications may be submitted over the front counter during regular business hours.
2. During the submittal you will be scheduled for all required meeting dates. Depending upon the application, you may be scheduled to appear at the Town Advisory Board or Citizens' Advisory Council (TAB/CAC) for the area *and* the Clark County Planning Commission *and/or* Board of County Commissioners.
3. All *plans or maps* larger than 11" by 17" must be folded to the 9" by 12" standard for submittal (rolled plans or maps will not be accepted).

ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY

1. Failure to appear at any meeting may result in delays and/or extra expense.
2. A letter will be sent to the address listed on the application indicating the Commissioners' decision and all conditions of approval. All conditions must be met before an order of vacation is recorded.

PROCEDURE FOR FILING ADMINISTRATIVE VACATION AND ABANDONMENT APPLICATIONS

1. Complete applications may be submitted over the front counter during regular business hours.
2. The processing time is 10 working days after the last day of the week of the filing period during which the application is submitted.
3. A letter will be sent to the address listed on the application indicating the approval and all conditions of approval.

CLARK COUNTY COMPREHENSIVE PLANNING

500 S. Grand Central Parkway, P.O. Box 551744, Las Vegas, NV 89155-1744

APPOINTMENT LINE: (702) 455-4972

MAIN LINE: (702) 455-4314

FAX: (702) 455-3271

www.ClarkCountyNV.gov