



VACATION APPLICATION

CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE <input type="checkbox"/> VACATION & ABANDONMENT <small>(VS)</small> <input type="checkbox"/> EASEMENT(S) <input type="checkbox"/> RIGHT(S)-OF-WAY <input type="checkbox"/> EXTENSION OF TIME <small>(ET)</small> (ORIGINAL APPLICATION #): _____ _____	STAFF	DATE FILED: _____ APP. NUMBER: _____ PLANNER ASSIGNED: _____ TAB/CAC _____ ACCEPTED BY: _____ TAB/CAC DATE: _____ TIME: _____ FEE: _____ CHECK #: _____ PC MEETING DATE: _____ COMMISSIONER: _____ BCC MTG DATE: _____ OVERLAY(S)? _____ ZONE / AE / RNP: _____ TRAILS? Y/N PFNA? Y/N PLANNED LAND USE: _____
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PROPERTY OWNER	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____
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APPLICANT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
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CORRESPONDENT	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____ CELL: _____ E-MAIL: _____ REF CONTACT ID #: _____
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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)*

Property Owner (Print)

STATE OF NEVADA
 COUNTY OF _____

SUBSCRIBED AND SWORN BEFORE ME ON _____ (DATE)

By _____

NOTARY PUBLIC: _____

*NOTE: Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

DOCUMENT SUBMITTAL REQUIREMENTS											
<ul style="list-style-type: none"> Refer to Title 30.16.240 for more info Numbers represent the required copies These are the official requirements per the Zoning Administrator but additional requirements may apply 	Application Form ^A	Disclosure Form ^A	Site Plan ^F	Legal Description of Area Being Vacated	Vacation Attachment "Exhibit A" ^A	Assessor's Map ^B	Deed ^C	Easement/Right-of-Way Documents ^E	Record of Survey ^G	Justification Letter	Fees ^H
Vacation and Abandonment	1	1	3	2	2	2	1	2	2	2	✓
Extension of Time for Vacations	1	1					1 ^D			2	✓
Revised Plans ^I			3	2	2			2	2	2	✓

FOOTNOTES

- A. Forms available from the Comprehensive Planning Department (online or in person).
- B. Available from the Assessor's Office online or in person.
- C. Most recent deed required for each parcel included in application. Deeds recorded 9/15/1999 to present are available from the Assessor's Office online. Deeds without a watermark or recorded prior to 9/15/1999 are available from the Recorder's Office in person or online for a fee.
- D. Deed is only required if the ownership of the property has changed since the original submittal.
- E. Documentation of how the easement or right-of-way was created (patent documents, grants of easement, recorded maps, etc.).
- F. Site plan to show all areas being vacated (not "Exhibit A").
- G. Required for projects with Las Vegas Boulevard South frontage (if not previously submitted). Application shall include evidence that the survey has been submitted to Public Works.
- H. See Chapter 30.80. Exact payment only. Staff can accept cash, check, and debit cards. Credit card and e-checks accepted online only. Checks payable to "Clark County" or "Comprehensive Planning." Payments for any application related to marijuana establishment limited to cash and check options only. Additional notice fees may be required after submittal.
- I. Submittal must also include 2 copies of a plan/map with changes highlighted and a cover/transmittal sheet with a description of all changes.

APPLICATION PROCEDURES

- Applications may be submitted to the Zoning Counter during regular business hours.
- At the time of 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. Failure to appear at any meeting may result in delays and/or extra expense.
- Staff recommendations will be mailed to the application Correspondent. To discuss a recommendation, contact the appropriate Department/Agency prior to hearing.
- A letter indicating final decision, including all conditions of approval (if applicable), will be mailed to application Correspondent. All conditions must be met before an order of vacation is recorded.
- All plans or maps larger than 11"x17" must be folded to the 9"x12" standard. Rolled plans and maps will not be accepted.
- All revisions to be submitted to the Comprehensive Planning Department.

CLARK COUNTY COMPREHENSIVE PLANNING
 500 S. Grand Central Parkway, P.O. Box 551741, Las Vegas, NV 89155-1741
 APPOINTMENT LINE: (702) 455-4972 MAIN LINE: (702) 455-4314 FAX: (702) 455-3271
www.ClarkCountyNV.gov