CARSON CITY ASSESSOR'S OFFICE LOT LINE DELETION APPLICATION INFORMATION SHEET

Please complete the application (signed and notarized) and attach an 8 ½ by 11 inch exhibit of the current and revised parcel configurations to be prepared by a licensed Surveyor in the State of Nevada prior to submitting the application to utility companies for their signatures. Show water and sewer services to all affected parcels. When all utility companies, except Carson City Engineering Division, sign the utility sheet, submit the application and fee to the Assessor's Office.

Once approved, the Assessor's Office routes the application to the Planning Division for their review and approval. If a utility states that there are utilities along the parcel line being removed, the lot line will not be deleted. Should an easement exist along the parcel line being removed, the applicant can abandon the said easement with this application

Planning Division Fee: $500 + $60/hr over 4 hours.

When the Planning Division approves the application, the applicant is notified of recording fee amount. When the recording fee is submitted to the Planning Division, the document is recorded (within one day, if possible), the original is kept at the Planning Division and a copy is mailed to the applicant at the address on the lot line deletion application.

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

FOR OFFICE USE ONLY:

CCMC 17.03.020

LOT LINE DELETION

FEE: $500.00 (due at time of submittal) **+ $60/hr over 4 hours** (if applicable)

SUBMITTAL PACKET

☐ Application Form
☐ Written Project Description
☐ Utility Statements (original)
☐ Metes and Bounds description that reflects new parcel configuration
☐ 8 ½ by 11 inch exhibit of current and revised parcel configurations
☐ 3 completed application packets (1 original, 2 copies)
☐ Documentation of Taxes Paid-to-Date

Application Reviewed and Received By:

_____

Submittal Deadline: Anytime during business hours.
Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.

FILE # LLD - 12 -

PROPERTY OWNER

MAILING ADDRESS, CITY, STATE, ZIP

PHONE # **FAX #**

SURVEYOR

MAILING ADDRESS, CITY, STATE ZIP

PHONE # **FAX #**

E-MAIL ADDRESS

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

Project's Master Plan Designation	Project's Current Zoning	Nearest Major Cross Street(s)

In accordance with the provisions of Title 17, 17.03.020 Lot Line Deletions of the Carson City Municipal Code, application is hereby made for a lot line deletion between property situated at:

Address of Property — Assessor's Parcel Number of Property

1) _____

2) _____

3) _____

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

NOTE: If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee prior to being scheduled for review by the Planning Commission. Planning personnel can help you make the above determination.

ALL DOCUMENTS TO BE RECORDED MUST MAINTAIN A MINIMUM ONE-INCH MARGIN (Top, Bottom, Left, and Right)

CARSON CITY ASSESSOR'S OFFICE LOT LINE DELETION APPLICATION

Pursuant to Nevada Revised Statutes (NRS) 361.189, request is hereby made to the Carson City Assessor's Office to remove the parcel line between the following APN's: _____
This action will result in one parcel of land.

I fully understand that, should I wish to recreate these parcels at a later date, I must comply with all parcel map requirements as stated in NRS 278 and Carson City Municipal Code (CCMC) Title 17. I also understand that structures may not be constructed across existing easements.

A signed utility statement, a meets and bounds description that reflects new parcel configuration, and an 8 1/2 by 11 inch exhibit of current and revised parcel configurations to be prepared by a licensed Surveyor in the State of Nevada, are required submittals with this application.

The attached utility statement indicates there are no utilities along the parcel line being removed and the attached Assessor's plat depicts the parcel line being deleted.

ACKNOWLEDGMENT OF APPLICANT(S):

1) I certify that the foregoing statements are true and correct to the best of my knowledge and belief.
2) All required documentation has been submitted to the Planning Division.

_____ _____
Applicant's Signature Date

TREASURER CERTIFICATE: The undersigned hereby certifies that the taxes on the lands portrayed by this Lot Line Deletion have been paid in full for the fiscal year.

_____ _____
Treasurer Date

(FOR ASSESSOR'S OFFICE USE ONLY)

The parcel line(s) between the following APN's:_____
is hereby removed. The Assessor's Parcel Number issued to the resultant parcel is APN: _____. This parcel will first appear on the _____ tax roll, if recorded prior to _____, 20_____.

_____ _____
Assessor Date

DATE RECEIVED BY:_____
Assessor's Office:_____
Initials:_____
Planning Division:_____
Initials:_____

LOT LINE DELETION UTILITY STATEMENTS

LOCATED AT: _____

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

1. We DO have a utility in the easement(s) adjoining the line(s) to be deleted and desire a continuation of said easement in its present location regardless of lot line location.

Signature	Company	Date
Signature	Company	Date

2. We DO NOT have a utility adjoining the line(s) to be deleted and take no exception to the elimination of easements, if any, along the line(s) to be deleted.

Signature	Company	Date
Signature	Company	Date
Signature	Company	Date

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

Signature	Company	Date
Signature	Company	Date

THE FOLLOWING PUBLIC UTILITIES SHALL SIGN ONE OF THE ABOVE STATEMENTS

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