NVEnergy

RELINQUISHMENT CHECKLIST
As of 3/19/09

- ❑ Appropriate recorded maps (if easements were granted on a map then that map should be enclosed in the package)
- ❑ APN maps
- ❑ A letter or note explaining why they want the relinquishment
- ❑ Vesting Deed of property where relinquishment is taking place
- ❑ The completed Relinquishment Document with a legal description of the area (Exhibit A) with name and address of person creating the description and original stamp. (please change the highlighted areas on the electronic document to conform to what you need)
- ❑ A drawing from the engineering firm showing the easement(s) to be relinquished (Exhibit B)
- ❑ Once all of the signatures have been obtained on the document, it is required to be recorded in the appropriate county. See list of county offices attached). After recordation, the county will return the original recorded document to NV Energy to be placed into a permanent file.
- ❑ A list of names, addresses and phone numbers of some of the other utilities that may need to sign off on this relinquishment is attached.
- ❑ If you want a copy of the recorded document make sure we have your address where to mail the document.

Sometimes there will be replacement easements needed and these also require legal descriptions (Exhibit A) and a map (Exhibit B). That document can also be electronically emailed out to you or your engineering firm.

CARSON CITY: **DO NOT RECORD THE DOCUMENT**

Turn the original into the Planning Department in Carson City and they will record the Document.

Questions

Right of Way Management – 775.834.4075

mailto:ddohrmann@nvenergy.com

NVEnergy

Process for Vacation and Relinquishments
Right-of-Way Management
Northern Service Territory
As of 3/19/09

Introduction

The following process and procedures are written to ensure that all vacation actions and relinquishment requests meet the following outcomes:

- That all requests are handled in the same timely manner
- That all requests are reviewed, approved and signed by the appropriate person(s)
- That the final documents are filed, recorded and scanned for easy use in the future

Definitions

- **Vacation** – To nullify or cancel either by agreement and/or court order land rights as prescribed generally by jurisdictional statute over the easement and adjacent property owners.

- **Relinquishment**- The abandonment of a right of ownership or other interest (such as an easement).

4 general ways that relinquishment requests are received:

- map from an engineering or surveying firm
- request from an engineering or surveying firm
- customer request
- planning department as part of a project

Types of maps or requests:

- Merger and Re-subdivision – this map removes property lines and then places them in another location. By State Statute we can use this map to remove easements on the property and add new easements
- Boundary Line Adjustment – this map changes the location of the property line between two pieces of property. By State Statute we can move the easements from the existing property line to the new property line.
- Reversion to Acreage – this map takes several pieces of property and makes one large property of them. By State Statute we can remove all easements on the different parcels and add new ones to the one parcel left.
- Relinquishment of a Transmission Use Agreement
- Relinquishment of BLM Grant associated with distribution and/or transmission jobs.

Northern Service Territory
Offices will follow the attached Check List of required information to ensure the most expeditious handling of request for vacation and/or relinquishments. All checklists are electronic and can be emailed and are stored at:
K:\ROW\WIGS2008\Processes\Vacation and relinquishments

A. If easements are granted on a map then that map should be enclosed in the package
B. APN maps – these are the county maps that show the property and its location
C. A letter or memo explaining why the customer wants the easement(s) vacated
D. The completed Relinquishment Document with a legal description of the area to be vacated. This legal description is called "Exhibit A" – The name and address of the person creating the description and an original stamp (wet stamp). The electronic document can be edited to change names and counties etc. to conform to what is required.
E. The Document must also have a map showing the easement(s) to be relinquished. This is called an "Exhibit B".
F. A list of names and addresses of the people and/or companies who wish copies of the recorded document.

Replacement Easements
If replacement easements are needed they will also require a legal description (Exhibit A) and a map (Exhibit B). There are easement documents that can be electronically emailed out to you or your engineering or surveying firm to help you put together the replacement easements.

As the information comes back to the Lands department; it is researched, then reviewed and audited using the following methods:

- I-Connect to identify existing facilities
- maps as to what easements are there and the size
- planner reviews to ensure everything is removed from the easement
- Distribution Planning determines if there is a future need for the easement
- Transmission planning if applicable
- Communications if applicable
- Civil Engineering if applicable
- Electrical Engineering if applicable
- Construction if applicable

If everything is OK after the review/audit and everyone is in agreement with the document(s)/map, it is given to the Director of Lands for signature. If the Director of Lands is not available, regional leadership (Director and Above) has the authority to sign. After the document is signed, it is then given back to the customer for obtaining the other necessary signatures and for recordation.

Questions
Right of Way Management – 775.834.4075
mailto:ddphrmann@nvenergy