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

FILE # ABP-12-

FOR OFFICE USE ONLY:

ABANDONMENT OF PUBLIC UTILITY EASEMENT

FEE: **$1,850.00** (to be paid at time of submittal)

SUBMITTAL PACKET

- ☐ 3 Completed Application Packets (1 Original + 2 Copies)
- ☐ Legal Description
- ☐ Site Map
- ☐ Utility Statements (Original)
- ☐ Documentation of Taxes Paid-to-Date
- ☐ Complied with notes below *
- ☐ CD containing application data (pdf format)

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.

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

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, how the subject easement was created, when and by whom, and why the abandonment will not damage any adjacent properties: _____

PROPERTY OWNER'S AFFIDAVIT

I, _____, being duly deposed, do hereby affirm that I am the record owner of the subject property, and the information herewith submitted is in all respects true and correct to the best of my knowledge

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 easement to be abandoned are required to be submitted with this application. All documents will be recorded. Assessor's parcel numbers will be issued within seven working days from the recording of the final map.

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

UTILITY STATEMENTS FOR ABANDONMENT OF A PUBLIC UTILITY EASEMENT

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 easement 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 easement being abandoned and desire a continuation of said easement in its present location.

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
(make additional copies of this page if needed)

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:

- ☐ Government Patent Easement
- ☐ Public Drainage Easement
- ☐ Other type of abandonment (specify): _____
- ☐ Public Utility Easement
- ☐ Non-Exclusive Utility Easement
- ☐ Public Access Easement

GENERAL REQUIREMENTS:

Application packet in the appropriate number of copies (one original and three copies for administrative abandonments and the appropriate fee).

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