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

FILE # ABP-14-

APPLICANT **PHONE #**

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

PROPERTY OWNER **PHONE #**

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

APPLICANT AGENT/REPRESENTATIVE **PHONE #**

MAILING ADDRESS, CITY, STATE ZIP

EMAIL ADDRESS

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.

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

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