



TITLE 30 VACATION APPLICATION

CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS ARE LISTED ON BACK

APPLICATION TYPE	<i>This section for planner use only</i>	
VACATION & ABANDONMENT OF: <input type="checkbox"/> EASEMENT(S) <input type="checkbox"/> RIGHT(S)-OF-WAY	DATE FILED _____ PLANNER ASSIGNED _____ FEE _____ CHECK # _____ ACCEPTED BY _____ CIRCLE ONE: NORTH or SOUTH COMMISSIONER _____	APPLICATION NUMBER _____ <i>For Applications going to Public Hearing:</i> PC MEETING DATE _____ TIME _____ BCC MEETING DATE _____ TIME _____ TAB/CAC _____ TAB/CAC MTG DATE _____ TIME _____
ADMINISTRATIVE VACATION & ABANDONMENT OF: <input type="checkbox"/> PATENT EASEMENTS	ZONE / AE DISTRICT _____ PLANNED LAND USE _____ OVERLAYS (Circle all that apply): CMA PFNA MUD1 MUD2 MUD3 MUD4 REFERENCE FILES: _____	<i>For Administrative Applications</i> LETTER DUE DATE _____

PROPERTY OWNER: _____

APPLICANT: _____

ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____ CELL: _____

E-MAIL (OPTIONAL): _____

ASSESSOR'S PARCEL NUMBER(S): _____

PROPERTY ADDRESS and/or NEAREST 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)

NOTARY PUBLIC: _____

SUBSCRIBED AND SWORN TO BEFORE ME
 THIS _____ DAY OF _____, 20_____

This section for staff use only for Administrative Applications

Application for an Administrative Vacation of Patent Easements is (circle one) APPROVED/DENIED until _____ to record.
 Subject to all standard conditions and the following conditions _____

By: _____ Date: _____

COMPREHENSIVE PLANNING

DOCUMENT SUBMITTAL REQUIREMENTS	Application Form	Ownership Disclosure Form	Exhibit showing Area being Vacated	Legal Description of Area Being Vacated	Assessor's Map	Deed	Easement/R-O-W Documents*	Notarized Letters of Consent**	Justification Letter	Required Fees
Vacation and Abandonment	1	1	2	2	2	2	2		3	\$500
Administrative Vacation & Abandonment of Patent Easements	1	1	2	2	2	1	2	1	3	\$200

*Documentation of how the easement or right-of-way was created – examples include patent documents, grants of easement, recorded maps, etc.

**Notarized letters of consent are required from all property owners adjacent to the easement and/or any extension of the easement to the nearest dedicated right-of-way

PROCEDURE FOR FILING PUBLIC HEARING VACATION AND ABANDONMENT APPLICATIONS

1. Complete applications may be submitted over the front counter during regular business hours.
2. During the 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.
3. All **plans or maps** larger than 11" by 17" **MUST BE FOLDED TO THE 9" BY 12" STANDARD** for submittal (rolled plans or maps will not be accepted).

ATTENDANCE AT ALL SCHEDULED MEETINGS IS MANDATORY

1. Failure to appear at any meeting may result in delays and/or extra expense.
2. A letter will be sent to the address listed on the application indicating the Commissioners' decision and all conditions of approval. All conditions must be met before an occupancy permit or a business license will be issued.

PROCEDURE FOR FILING ADMINISTRATIVE VACATION AND ABANDONMENT APPLICATIONS

1. Complete applications may be submitted over the front counter during regular business hours.
2. The processing time is 10 working days after the last day of the week of the filing period during which the application is submitted.
3. A letter will be sent to the address listed on the application indicating the approval and all conditions of approval.

CLARK COUNTY COMPREHENSIVE PLANNING
500 S. Grand Central Parkway, P.O. Box 551744, Las Vegas, NV 89155-1744
PHONE: (702) 455-4314 FAX: (702) 455-3271

www.accessclarkcounty.com/comprehensive_planning/comprehensiveplanning.htm