

## Checklist

- A justification letter to explain the intent and reason for the proposed vacation.
- One copy of a drawing (8 ½" x 11") with a vicinity map showing an accurate representation of the proposed vacation area.
- Franchised Utility Company Review - page 3.  
(If vacating city (public) streets - complete the Franchised Utility Company Review sheet)  
Applicant must request a pre-application number from Survey/Right-of-Way.
- One copy of a written description indicating the width, length and approximate square footage of the proposed vacation area.
- One copy of the current owner's deed(s) for each property abutting/affecting the proposed vacation area(s).
- One copy of the recorded subdivision plat, parcel map, patent or other document(s) that created the city (public) streets and/or easements proposed for vacation. Signature authorization and ownership disclosure forms are needed if owner is a homeowner's association, joint venture, trust, company or corporation. (Forms are located online)
- Non-refundable filing fee of \$529.  
The application cannot be accepted until the above filing requirements have been met.

Email completed application and checklist items to:

**SROW@CityofHenderson.com**

# Vacation



## Application Form

Application Fee  
\$529



## Community Development and Services

240 Water St.  
P. O. Box 95050  
Henderson, NV  
89009-5050

Phone: 702-267-1500

Fax: 702-267-1501

cityofhenderson.com



# Vacation Application Form

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Public Right-of-Way         | <input type="checkbox"/> Municipal Utility Easements (MUE) | <input type="checkbox"/> Non-Exclusive Utility Easements (NUE) |
| <input type="checkbox"/> Public Flood Right-of-Way   | <input type="checkbox"/> Public Street & Utility Easements | <input type="checkbox"/> Utility Easements (UE)                |
| <input type="checkbox"/> Slope Easements             | <input type="checkbox"/> Public Utility Easement (PUE)     | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> Government Patent Easements | <b>Public Drainage Easement</b>                            |  |

Project Name \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Related Applications \_\_\_\_\_

<b>Applicant</b>	Name _____ Company _____		
	Address _____		
	City _____		
	State _____	ZIP Code _____	Phone ( ) _____ Email _____
<b>Surveyor or Contact Person</b>	Name _____ Company _____		
	Address _____		
	City _____		
	State _____	ZIP Code _____	Phone ( ) _____ Alternate Phone ( ) _____
	Email _____		
	The person listed as contact will be contacted to attend staff review, answer questions regarding this application, provide additional information when necessary, and will receive a copy of the staff report. prior to the Planning Commission meeting.		
<b>Ownership Disclosure</b>	<p>I (We), certify, (that I am/we are) a fee holder of property involved in this application and request the vacation of the city's interest in the applied for area(s). The foregoing statements herein contained and the information herewith submitted are in all respects true and correct to the best of my (our) knowledge and belief. The undersigned agrees to bear the entire cost associated with the preparation and recording of the vacation map(copies of map templates may be obtained from the city's Survey Section or via the city's website), Order of Vacation, deeds, any applicable transfer taxes and, if necessary, the hiring of a professional land surveyor to perform the field survey. Said vacation map and deeds are to accompany the city's Order of Vacation; all to be recorded In the Office of the Clark County, Nevada Recorder.</p> <p><i>Please list all individuals and entities with an ownership interest in the applicant and the Owners. Said list should include, without limitation, homeowner's association, joint venture, trust, company or corporation or any and all general partners, corporate officers and managers of limited liability companies with an interest in the applicant and the owner.</i></p>		
	<b>Name</b>	<b>Address</b>	<b>Phone/Email</b>

By signing this document I acknowledge that to the best of my knowledge the above list includes the names of all owners, officers, general partners, managers of limited liability companies, and all other ownership interests in either the applicant or owner.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Print Name

**For Office Use Only**

<b>CVAC#</b>
<b>Accepted by</b>
<b>Date</b>
<b>SAM#</b>



# Vacation

## Application Form (Addendum)

COH Pre-App#: \_\_\_\_\_

### Franchised Utility Company Review

Applicant must request a pre-application number from Survey/Right-of-Way

#### CABLE COMPANY

For vacation of city (public) steets:

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.

\_\_\_\_\_  
Authorized Signature (print name)

\_\_\_\_\_  
Company Name

#### GAS COMPANY

For vacation of city (public) streets:

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.

\_\_\_\_\_  
Authorized Signature (print name)

\_\_\_\_\_  
Company Name

#### TELEPHONE COMPANY

For vacation of City (Public) Steets:

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.

\_\_\_\_\_  
Authorized Signature (print name)

\_\_\_\_\_  
Company Name

#### POWER COMPANY

For vacation of city (public) steets:

- NO RESERVATION REQUESTED
- Reservations requested. Attached is an exhibit/map showing the facility and the location, length and width of the requested easement.

\_\_\_\_\_  
Authorized Signature (print name)

\_\_\_\_\_  
Company Name